



# Saskatoon Community Foundation

## Granting Policy November 2018

**EFFECTIVE DATE: Nov 20, 2018**  
**LAST REVIEWED: Oct 29, 2018**  
**SUBJECT TO REVIEW: July 2020**

### 1. PREFACE

Granting builds upon the strengths and responds to the needs of the community. It is the most visible aspect of the Saskatoon Community Foundation's (SCF) work with the community and is the core of our community foundation; it is simply what SCF does. As a public foundation, SCF fulfills federal regulations for community foundations by awarding grants to qualified donees as defined by the Income Tax Act. SCF's mandate is to use income from its funds for charitable purposes within the City of Saskatoon and area.

Changes in demographics, needs, funding sources and opportunities can occur rapidly. With knowledge and information, SCF can be a more effective granting organization. By reaching out and staying informed, we understand our community better. By creating relationships with organizations receiving grants, we can provide due diligence, ensuring that we are supporting projects which promote positive change in the community. SCF staff and volunteers know our community's strengths and challenges, so they can make informed decisions regarding the best use of resources. Likewise, we strive to inform qualified donees about granting requirements and decisions in an ethical manner.

All Saskatoon Community Foundation grants are made possible thanks to the generosity of donors. Consequently, the Foundation must always honour the wishes of donors who have directed income from their endowed funds, whether by designating recipients or leaving grant decisions to the discretion of the Foundation.

The Board of Directors approves policy, strategic direction and priorities for the Foundation's grantmaking programs. **All grants disbursed from unrestricted and Field of Interest funds by the Saskatoon Community Foundation are presented for approval to the Board of Directors.**

### 2. UNRESTRICTED GRANTS

Within any community, there are individuals, groups and organizations with the abilities, skills and resources to respond creatively and effectively to local problems and challenges. Building community capacity means looking at a community as a place with many skills, talents and others assets to be nurtured and mobilized, rather than a place needing services to fix all its problems.

SCF's **Quality of Life Granting Program** and other **Special Granting Projects** build capacity with grants that strengthen qualified donees, the charitable sector or the community. These grants are each year from the Foundation's unrestricted grants allocation from all unrestricted endowed

funds, including named donor funds and the larger catch-all fund for smaller gifts, the Saskatoon Fund.

### **Principles:**

The Saskatoon Community Foundation's grants must:

- 1) Align with the SCF Vision Statement, Mission Statement, and Guiding Principles.
- 2) Encourage the qualified donees to engage in activities which strengthen their ability to serve the community.
- 3) Empower qualified donees and those they serve, while recognizing and valuing diversity within the community.
- 4) Respond to the changing nature of the community by listening to community organizations, in order to identify areas of high priority as they arise.

SCF does not award unrestricted grant funds:

- in response to annual fund raising campaigns
- to retire debt
- retroactively to projects that have already taken place
- for sectarian, religious or political purposes
- to endowment funds
- to individuals

The Board of Directors delegates authority to the SCF Grants Committee to decide whether applications made to the Quality of Life Grants Program or other special granting projects should be funded.

## **2.1 Quality of Life Grants**

The **Quality of Life Granting Program** is SCF's core community grants program, addressing a wide range of community issues through various areas of focus. Quality of Life Grants are supported from a portion of the available grant funds from the unrestricted endowment (the Saskatoon Fund plus donor-created Unrestricted Funds), as well as grants from donor-created Field of Interest funds. **For more details, please see the Terms of Reference for the Quality of Life Grants Program.**

## **2.2 Special Granting Projects**

As part of its planning and budgeting, the Board of Directors may elect through a Board motion to allocate a portion of the unrestricted grant funds from the Saskatoon Fund and

donor-created Unrestricted Funds to any number of special projects for a specified time period, contingent on the availability of funds. Typically, these projects are attempts to address areas of emerging need. For example, Unrestricted Funds have supported the Signature Grant program and funded grants from the Community Fund for Reconciliation while its permanent endowment is being built.

### **2.3 Out-of-Cycle Grants**

Most grants from unrestricted funds must be approved by the SCF Board following a review of applications by the Grants Committee and staff. Outside of the regular granting cycle, the Executive Director and the Grants Committee have authority to award grants and then report these grants to the Board. “Out-of-cycle” grant requests come to us outside of SCF’s annual cycle of granting because of timing issues or emergencies. These grants are intended to address needs that arise through external or uncontrollable emergencies, or present a compelling story of an unmet and urgent need. Out-of-cycle requests are very rarely granted. Any such grant is contingent upon the availability of unrestricted funds at the time the request is made.

**Executive Director’s Authority:** The Board of Directors delegates authority to the Executive Director to make grants totaling \$10,000.00 in a fiscal year, with individual grants of up to \$3,000.00, subject to the availability of unrestricted funds at the time of the request.

**Grants Committee Chair’s Authority:** The Board of Directors delegates authority to the Grants Committee Chair to make grants totaling \$20,000.00 in a fiscal year, with individual grants of up to \$5,000.00 subject to the availability of unrestricted funds at the time of the request. Approval for such a grant requires assent of the Grants Committee Chair as well as at least one of: the Board Chair or other Director currently sitting on the Grants Committee.

## **3. GRANTS FROM ENDOWED RESTRICTED FUNDS**

When awarding grants from restricted funds, SCF will endeavour to fulfill the wishes of those establishing the funds, in accordance with the Gift Acceptance Policy. All grants must be provided to qualified donees as defined by the Income Tax Act. Generally, grants from Restricted Funds do not require recommendation or adjudication by the Grants Committee, with the exception of Field of Interest funds granted as part of the Quality of Life grants programs.

### **3.1 Field of Interest Funds**

Donors determine the Field of Interest they wish to support with grants from their funds. Gift Acceptance Policy sets parameters for the establishment of these funds.

- ◆ Grants from Field of Interest Funds are generally allocated as part of the Quality of Life Grants Program. As SCF provides donors with flexibility, certain funds operate in unique ways, based on their Fund Agreements.
- ◆ FOI Funds with Application Processes: Some FOI Funds from multiple donors may grow large enough or address needs of such importance to the community that in the opinion of the Board they merit individualized application processes. In such cases, a separate Terms of Reference for the Fund and Application Process will be created,

approved by a motion of the Board and appended to this policy. Likewise, should the Board in future move that the fund no longer grant as a separate application process, the Terms of Reference will be removed from this policy.

**3.2 Designated Funds**

Donors with Designated Funds recommend at the time that the fund is created which qualified donee(s) will receive grants from their funds in perpetuity. The Board of Directors delegates to staff the authority to disburse funds for grants based on fund agreements signed by donors.

**3.3 Student Awards**

Donors establish funds for student awards to encourage people interested in continuing their education. SCF's Student Awards Policy sets parameters for the establishment of Student Awards.

**3.4 Donor Advised Funds**

Donors with Donor Advised Funds recommend which qualified donees receive grants from the fund each year. As flexibility is a key, some donors select their recipients with input from applications to the Quality of Life Granting Program, and others make decisions based on their personal preferences or knowledge of the community. The Board of Directors delegates to staff the authority to disburse funds for grants based on written advice from donors. This advice can take the form of a signed donor direction form or a clearly worded email from the donor. The staff may require confirmation from the donor of the CRA Business Number for any intended grant recipient.

**4. Flow Through Funds**

Donors may flow non-endowed funds through SCF to the charity of their choice following Income Tax Act regulations regarding qualified donees. The Board of Directors delegates to staff the authority to disburse funds for grants based on written advice from donors. This advice can take the form of a signed donor direction form or a clearly worded email from the donor. The staff may require confirmation from the donor of the CRA Business Number for any intended grant recipient.