



Vital Focus Granting Program

Terms of Reference

Policy: Terms of Reference Granting Program: Vital Focus		Previous Review Date: n/a Effective Date: 2024
Established: 2023	Committee Chair:	Review Cycle: 2 years
Assigned to: Grants Committee		Next Review Date: 2026

Description: Beginning in 2024, Vital Focus grants aligns the Foundation’s granting focus with Vital Signs® Report. Areas of focus may shift over time, based on the outcomes of the Vital Signs data gathering process and priorities for areas of focus /interest as determined by the Board of Directors.

Vital Focus grants promote deeper relationships, greater impact, and upstream change by strategically supporting longer funding commitments of 3 to 5 years. Outcomes and trends are tracked over longer periods, ensuring that vital projects are not interrupted by funding gaps and reducing the development burden on partner organizations.

Funding Source	60% of grant allowance from Unrestricted funds Multi-year projects are funded from the current year’s available grant allowance
Open Call	Open call to submit online LOIs
Restricted	Online application by invitation only
Decision	LOIs: Vital Focus Grants Sub-Committee (consisting of 3 members of the Grants Committee plus invited experts) vets LOIs and approves the LOIs which will move forward to the Discovery session. Vital Focus Grants Sub-Committee identifies viable projects that could be invited to re-apply next cycle, given that few will be approved each cycle. Discovery: Management and applicants discuss projects to further define focus. Requests for Full Application: Based on outcomes from the discovery session, management makes recommendations to Vital Focus Grants Sub-Committee for full applications. Vital Focus Grants Sub-Committee approves requests for full applications. Applications: Vital Focus Grants Sub-Committee Recommendations to Grants Committee. Grants Committee makes recommendations to Board of Directors. Approval by Board of Directors (Spring meeting)
Grant Size	3 year – 5 year : max \$60,000 - \$100,000 \$5000-\$20,000/yr of funding agreement
Focus Areas	2024: Homelessness, Equity, Mental Health (connected to Vital Signs Report)
Funding Term	3 to 5 year agreements
Intake Deadline	LOIs: February 15 annually

	Discovery: Meetings scheduled March 1 to March 15 Applications: April 15 annually
Eligibility	Applicants: <u>Qualified Donee</u> : A qualified donee is an organization that can issue official donation receipts for gifts it receives from individuals and corporations. It can also receive gifts from registered charities. “Qualified donees” includes a number of types of organizations, but for typical granting purposes of the Foundation, refers to: registered charities, municipalities and municipal or public bodies performing a function of government in Canada. Geographical Area: Projects to benefit City of Saskatoon
Discontinuation of Funding	Management conducts reviews of annual reporting and reports to Grants Committee, including recommendations to cease funding prior to completion of grant term if deemed appropriate. Discontinuation of funding by motion of Grants Committee.
Project Requirements	<ol style="list-style-type: none"> 1. Has a direct, meaningful and significant impact on current focus areas 2. Tracks outcomes through clear methodology (ie – measuring change in participants or community level not merely outputs such as participation in programs) 3. Work plan covering all years of funding requested.
Preference Given to Projects That:	<ol style="list-style-type: none"> 1. Engage program beneficiaries in planning, execution or evaluation 2. Involve community partnerships in program delivery 3. Mobilize resources from multiple sources 4. Avoid unnecessary duplication of similar services 5. Have a sustainability plan for future funding needs
Granting Celebration	Early June