



# Funding Guidelines 2017

The Sussex Area Community Foundation Inc. (SACFI), a non-governmental community foundation, was founded in 2003 to give area residents a secure program for providing an endowment to permanently enrich the quality of life in the region. In partnership with donors and grantees, it seeks to build on community assets and meet community needs through responsible stewardship of funds and effective grant making. The Foundation reflects the special responsibility of a community foundation to support a broad set of activities that, together, strengthen the fabric of the community. The Foundation’s goal in grant making is to strike a balance in strengthening the community’s assets and meeting the community’s needs for the good of all people, in Sussex and surrounding area.

## ELIGIBILITY

Only registered charities ([qualified donees](#)) are eligible for grants from Sussex Area Community Foundation Inc. Non-profit organizations that do not have a charitable registration number, but would like to apply for a grant, please read the document entitled “ How a Non-Profit Organization Can Apply for a Grant” and complete the “Confirmation of Written Agreement Between a Registered Charity and a Non-Profit Organization” form.

If your organization requires a “Confirmation of Written Agreement Between a Registered Charity and a Non-Profit Organization” letter of support form, be advised that it may take up to six weeks for the supporting organization to provide this letter for your application. Please plan ahead.

## FUNDING CATEGORY

Projects approved for funding will encompass one or more of the following categories:

- Arts & Culture
- Education
- Environment
- Health
- Social Programs
- Sports & Recreation

The Sussex Area Community Foundation Inc. supports a broad range of projects that offer a service to the community or approach community challenge or concerns in an innovative fashion.

## SIZE OF GRANTS

Generally the maximum grant available will be \$5,000.00. However, due to the number of grant requests, most grants awarded are less than this.

## ELIGIBLE REQUESTS

Preference will be given to new initiatives, that:

- Provide services within the Greater Sussex Service District
- Build citizen capacities for leadership and participation in community life
- Contribute to the development of healthy citizens and healthy communities
- Build appreciation for community heritage and culture
- Support community stewardship of natural resources and the environment
- Improve quality of life by building on community strengths and resources
- Have a broad community benefit
- Encourage efficient use of community resources
- Encourage volunteer participation and citizen involvement
- Encourage collaboration among groups and/or communities
- Connect multiple sectors of the community
- Agree to a commitment for project evaluation and assessment

Organizations must demonstrate effective management and fiscal responsibility. Grants are not made to individuals or businesses.

## **INELIGIBLE REQUESTS**

Sussex Area Community Foundation Inc. will not support requests from or for:

- Organizations outside the Greater Sussex Service District
- An organization's usual operational or core expenses
- Are for any expenses which predate the award
- Funds used to cover deficits, retire debts or mortgage payments
- Funds are to provide for or establish endowments
- Funds are used for sectarian, religious or political purposes
- Travel costs
- For team or club sponsorship
- Funds are part of an annual fund drive for sustaining support
- Organization show a dependency on future funding
- Funds which will be used to make awards to a third party
- Project duplicates services provided by other organizations
- Organizations are totally government funded or directed
- Projects that cannot be completed by the end of the calendar year,  
or
- Groups that have not returned the required documentation from previous SACFI awards.

## **REPORTING**

Within twelve months of receipt of the grant, the grantee shall submit a report regarding the completion of the project to the Sussex Area Community Foundation. This report shall include completed project budget with copies of invoices, measures of success, copies of any event or project media coverage and any other relevant information. Please contact the Sussex Area Community Foundation should the timeframe need to be extended.

**APPLICATION DEADLINE: March 8, 2017 @ 12:00 (noon)**

**And September 6, 2017 @12:00 (noon)**

## **Questions? Please contact**

Jerry Streisel, Grants Committee Chair  
E-Mail: [grants.sacfi@bellaliant.com](mailto:grants.sacfi@bellaliant.com)

or

Miriam Verschoor, Executive Director  
Sussex Area Community Foundation Inc.  
(506)433-6244  
E-Mail: [sacfi@nb.aibn.com](mailto:sacfi@nb.aibn.com)