

# Making Grants

- 1** Submit your grant recommendation via email, fax, or post. Please include the name of your Fund, the name of the organization, the amount of the grant, and if applicable, the specific program you would like your gift to support.
- 2** We'll confirm your grant recommendation, verify the organization's charitable status, and begin processing the grant from your Fund.
- 3** Within two weeks of submitting your request, we will mail the grant letter and cheque directly to the organization, and notify you that the grant has been released.

## How to recommend a grant

Making a grant to a non-profit organization through your Fund is an easy process, and the Foundation's Donor Relations team is always here to help.

Grant recommendations may be made in writing via email, fax, or post. All grants must be a minimum of \$200.

Please include:

- the name of your Fund;
- the non-profit organization you would like to receive a grant;
- the amount of the grant; and
- the specific program or initiative at the organization that you would like to support (if you do not select one, the grant will be directed to the organization's "general programs").

We may contact you if we have any questions about your recommendation.

Once we have verified the organization's charitable status and completed other due diligence work, we will issue the cheque and send it to the organization along with a letter. Unless you request otherwise, the letter will include the name of your Fund, how the grant money is to be used, and ask that correspondence be forwarded to you care of our offices.

We endeavour to process all grants within two weeks of receiving your recommendation, and we will inform you by email or phone when the grant has been released.

## When grants can be issued

You may recommend a grant from your Fund so long as it has an “available to grant” balance.

You will receive your Fund Statement with this amount each June, and feel free to contact a member of the Donor Relations team for an update at any time.

Each fiscal year begins April 1. Grants are not processed during the period between March 15 and April 1, as we complete year-end financial reporting.

Is your grant supporting an event, a scholarship, or a membership at an organization? Certain government rules may apply. Please contact us.

## Correspondence from your grantees

We will collect the correspondence from the organizations you support on your behalf and forward it to you on a quarterly basis, unless the item is time-sensitive (i.e. an event invitation).

Should you prefer not to receive this correspondence, or have it sent directly to you, please contact a member of the Donor Relations team and we’d be happy to make that change.

## Who you can support with your Fund

We are a public foundation and a registered charity, and as such we can provide grants to qualified recipients as defined by Canada Revenue Agency. This list includes:

- registered Canadian charities;
- registered Canadian amateur athletic associations;
- registered national arts service organizations;
- municipalities, provinces, territories, and the federal government;
- certain universities outside Canada;
- and more.

If you are unsure if the organization you wish to support is eligible, please contact a member of the Donor Relations team. We can let you know of the organization’s eligibility.

In certain circumstances, international giving may be possible. Please contact us if this is something you wish to do.

If you have any questions about an organization’s eligibility to receive grants from your Fund, please contact us.