Applicant Guide
For Community Grants & the Game-Changer Grant

WELCOME

At the Fredericton Community Foundation (FCF), we believe in building a stronger community together. Our grants help local charities and community organizations create impact in the greater Fredericton region.

This guide explains who can apply, what we fund, how applications are reviewed, and what's expected after receiving a grant. We've included practical details, examples, and tips to help you succeed.

Start your application in our online portal

WHO CAN APPLY

We support qualified donees as defined by the **Canada Revenue Agency**. Your organization is eligible if it is:

- A registered Canadian charity
- A registered Canadian amateur athletic association
- A municipality, school, or government agency within the greater Fredericton region

Additional notes:

- If your organization **is not a registered charity**, you may apply in partnership with one. Funds will be distributed to the registered charity's account, and they are responsible for transferring funds to you.
- For schools, funding is granted to the district, which then distributes the funds to the schools that applied.

Not eligible:

- Individuals
- For-profit businesses
- Organizations outside the greater Fredericton region
- Projects primarily political or religious in nature
- Fundraising campaigns, debt repayment, or large capital projects

OUR REGION

The Fredericton Community Foundation funds initiatives that directly benefit residents within the **greater Fredericton region**.

Key Areas and Communities

- Fredericton
- Oromocto
- New Maryland
- Minto and Chipman
- Nackawic
- Harvey
- Bilijk (Kingsclear) First Nation

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Projects outside these areas are not eligible for funding.

WHAT WE FUND

We invest in projects that make life better across six Community Investment Areas:

- **Arts, Culture & Heritage:** Cultivating creativity, diversity, and history
- **Belonging & Engagement:** Building meaningful connections and opportunities to volunteer
- **Environment & Animal Welfare:** Protecting ecosystems and promoting sustainability
- **Food Security, Housing & Economy:** Supporting shelter, employment, and basic needs
- **Health, Wellness & Recreation:** Encouraging active living and well-being at all ages
- **Literacy & Education:** Promoting inclusive learning and lifelong skills

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Applicants must select one investment area that best matches their project.

ELIGIBLE ACTIVITIES

Examples include

- Camps and after-school programs
- Food programs *(meals, hampers, essential items)*
- Mental health counseling or mentorship
- Programs for vulnerable populations
- Arts, cultural, and heritage activities
- Environmental education or restoration projects

Eligible Expenses

- Program materials and equipment rentals
- Food, transportation, or other logistics
- Reasonable salaries, honoraria, or professional fees tied to the project

Ineligible Activities/Expenses

- Fundraising or political campaigns
- Core operations *(unless critical to delivery)*
- Debt repayment
- Infrastructure or large-scale capital expenses
- Projects outside the Fredericton region

OUR GRANTS

Community Grants

- Wide range of projects across our investment areas
- Up to $7,500 per project
- Full application process through our portal

Game-Changer Grant

- One bold idea each year with potential for transformative impact
- $30,000
- Expression of Interest (EOI) process first, with finalists invited to a conversation before a final decision

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*Important: Organizations may apply with up to **two different projects per grant cycle**.*

Funding for new projects will only be released once all required reports from past grants are completed.

HOW TO APPLY

1. Review this guide and confirm eligibility.
2. Visit the FCF Grant Portal.
3. Create or update your organizational profile.
4. Select the open grant and begin your application.
5. Complete the online form *(you can save and return)*.
6. Upload required documents:
   - Project budget *(snapshot of revenues & expenses)*
   - Financial statements
   - Board of Directors list
   - Agency logo

Need help building your budget? View a sample project budget here.

All grants will be paid by **electronic fund transfer (EFT)** to ensure faster, more secure payments.

If a file is too large, email it to leddy@fredfdn.ca with your project name.

OUR PLATFORM: FOUNDANT

All applications, agreements, and reports are managed through Foundant, our online grants portal.

Through Foundant, you can:

- Complete your Community Grant or Game-Changer EOI
- Sign your grant agreement once approved
- Submit your final report after 12 months

To make the most of the platform:

- Each charity should maintain **one single account** to manage all applications and reporting. Having multiple accounts can delay communication and record-keeping.
- Add team members to your existing account instead of creating new ones.
- Reset your password directly on the platform if needed.

How to Create an Account

1. Navigate to the Login Page to create your account.
2. If you don't have a username and password, click **Sign Up**.
3. Enter your email, then click **Continue**.
4. Create a **unique username** (required for login and reporting).
5. Create a secure password.
6. Click **Continue** to complete setup.

Once created, use your username and password to log in at any time.

How to Invite a Team Member

1. Navigate to your **Applicant Dashboard**.
2. Click your organization's name.
3. Select the **Contacts** tab.
4. Click Invite User.
5. Enter their email and message, then click **Invite**.
6. You can resend or revoke invitations at any time.

Keeping one account per organization ensures better communication, continuity of information, and easier tracking for both your team and ours.

Need extra help using Foundant?

Visit our Foundant FAQs and Tutorials for step-by-step visuals on:

- Creating your organization account
- Inviting new team members
- Managing applications and reports

The FAQs are a great resource if you'd like a more detailed visual walk-through of the process.

WHAT WE ASK

Your application will cover:

- **The project:** What it is, who it will serve, and why it matters
- **Connection:** How it aligns with one investment area
- **Impact:** The difference it will make for the community
- **Budget:** How the funds will be used

Outputs

We'll ask you to choose up to **3 measurable results** that best reflect your project. Examples include:

- Number of meals provided
- People sheltered
- Participants in workshops
- Students supported

These outputs help us share your impact with donors and the wider community. A full list is available in the portal.

PARTNERSHIPS AND COALITIONS

If your project involves other organizations, we'll ask for letters of support. Partnerships help us understand how groups are working together and avoid duplication of services.

HOW APPLICATIONS ARE REVIEWED

Applications go through several steps:

1. **Eligibility Review:** FCF staff check applications for completeness and eligibility.
2. **Committee Review:** Our Granting Committee (board members and community representatives) reviews applications online. They consider:
   - Will this project have a clear and direct community impact?
   - Is it financially feasible?
   - Are outcomes realistic and measurable?
   - Do the expenses align with the project?
3. **Deliberation:** The committee meets to discuss each application and makes recommendations.
4. **Board Approval:** Final decisions are approved by our Board of Directors.

Community Grant: Typically reviewed and decided within 6 weeks after the deadline.
Game-Changer: Typically reviewed and decided within 3 weeks after the EOI deadline.

REPORTING BACK

We ask all funded organizations to share a final report within **12 months of signing the grant agreement**.

Reports include:

- What difference your project made
- Numbers tied to your chosen outputs
- A short story, photo, or video to help us share your impact with the community

While not "mandatory," stories and visuals are an **essential part of reporting**. They allow us to demonstrate the power of your work to donors and the broader community, and to keep offering grants like this in the future.

WHEN TO CONTACT THE FCF TEAM

Contact us as soon as possible if any of the following arise:

- You need a reporting extension
- Your organization cannot carry out the funded project
- You have completed your project but still have funds left over
- You need to make changes to your budget that amount to 10% or more of the total grant (FCF approval is required before funds are reallocated)

For reporting or application questions, contact **info@fredfdn.ca** or call **(506) 454-2262**.