

Community Futures East Kootenay CED Funding Policy

Updated and approved by CFEK Board 9 October 2024



1. Purpose

The purpose of the CFEK Community Economic Development (CED) Grant Fund is to support nonprofit organizations within the CFEK service area to further their CED projects and goals.

2. Eligibility

The CED Grant Fund is for nonprofit organizations located within the CFEK service area to further their CED projects and goals. The service area includes the communities and rural areas of Columbia Shuswap Area A and the Regional District of East Kootenay.

Eligible CED projects should do one or more of the following:

- Improve the livability of a community
- Create employment opportunities
- Create investment opportunities
- Create economic growth
- Support community cohesion and vibrancy
- Build on the capacities and resources within the community

Eligible projects must have a broad community benefit (ie. a large portion of the community's population will feel or recognize the project's impact). Projects that solely serve the clients or members of one organization are not eligible.

For-profit businesses and local and regional governments are not eligible to receive this CED grant funding from CFEK. Projects looking for sponsorship, direct marketing or fundraising are also ineligible. Operational costs of an organization not related to the project will not normally be funded, nor will projects that maintain existing assets or facilities.

3. Granting Process

All applicants must submit a complete CED Fund Application Form, including all necessary supporting documents. The application form and associated documentation is emailed to the CED Manager at ced@cfek.ca.

There are two application intakes each year, once in the Spring and again in the Fall. Applications are reviewed and assessed by CFEK's CED Manager and Communities Committee.

Applications are assessed on 5 key project elements:

1. Community Impact – projects that benefit multiple communities or broadly benefit a single community are preferred. Applications should explain need being addressed and the scope of the impact (communities, population, affected demographic within the community(ies)).
2. Viability of the Project – ability to successfully complete the project, experience of the team or organization(s)
3. Project Collaboration – are there partners and/or matching funds
4. Endurance – perpetuation of the outcomes beyond the completion of the project
5. Value – cost effectiveness and value for money, time and effort invested

At all points during the application process, the CED Manager will work with the applicant to help produce the best application they can, and identify ways to improve or alter a project to be best placed to receive funding.

- If the CED Manager concludes that the applicant fails to meet eligibility requirements or that the application clearly fails to address and satisfy assessment criteria, they will notify the applicant of the issue(s) and decline the application. They will then work with the organization to see if a different project is more appropriate.
- If the CED Manager assesses the application to have met the eligibility and satisfactorily addressed the assessment criteria, the application will be assessed by the CFEK Communities Committee, and the applicant organization should receive notification of their funding (or otherwise) within 4 weeks of the closing of the application intake.

For those organizations whose application is successful, they must consent to CFEK sharing their project through social media and other promotional channels. They are also required to submit a short report (1-2 pages) at the completion of their project which outlines the success, challenges and outcomes of the project. If a granted organization is unable to start or complete the proposed project according to their outlined application, they shall contact the CED Manager to discuss and CFEK may ask that some or all of the funds be returned.

4. Funds Available

Funding of up to \$5,000 is available for eligible and successful project applications. The Communities Committee will give preference to applications:

- That are led by Indigenous organizations,
- Where project outcomes affect multiple communities or a region,
- That focus on communities with a population of less than 2,000,
- That have matching cash funding.

5. Delegation of Authority

CFEK's Board of Directors delegates authority to approve all CED grants to the CFEK Communities Committee. Terms of reference for the Communities Committee are outlined in a separate document.