



**OTTAWA
COMMUNITY
FOUNDATION**

invested for good

OCF POLICY

Community Grants Program

EFFECTIVE DATE: April 24, 2018
ORIGINAL EFFECTIVE DATE: April 24, 2018
LAST REVIEWED:
SUBJECT TO REVIEW: April 2023



Preamble

The Board of Directors approves policy, strategic direction and priorities for the Foundation's grantmaking programs.

All grants disbursed by the OCF are presented for approval to the Board of Directors as part of the Consent Agenda at the Board meeting following disbursement.

This policy addresses the Community Grants Program, which is the primary vehicle for OCF-directed granting.

Statement

As with all OCF granting, grants made according to the processes and criteria outlined in this Policy must adhere to the policy on *Use of Different Fund Types for Grantmaking*, and to any other relevant OCF policies.

As per the policy on *Delegated Authority for Granting*, the Board of Directors delegates to the OCF Grants Committee authority to approve applications to the Community Grants Program that the Committee deems worthy of support.

The Board's additional relationship and responsibilities with respect to the Grants Committee are addressed in the policy on *Recommendations Made by Committees*, and in the Governance Manual.

Community Grants Program

Through the Community Grants Program, charitable organizations serving Ottawa and its residents have regularly-scheduled opportunities to apply to the OCF for a grant. The Program is open to a very broad range of issues and needs. The Program's parameters, processes and criteria are outlined on the OCF's website.

The Grants Committee, with appropriate staff support, has the following key responsibilities and authorities in relation to the Program:

- Reviews all eligible applications
- Determines which applications should be funded by the OCF
- Provides input to the staff, where warranted, on follow-up with applicants
- Provides direction and approval on significant changes to the Program's processes, criteria, and to the application and evaluation forms used by the Program
- Recommends to the Board any changes to the Program that significantly affect eligibility and assessment of applications
- Provides advice to the CEO and staff on initiatives to increase the capacity and success of grantees and sectors.

Staff are responsible for supporting the work of the Committee prior to, during and after grant review meetings; and for identifying and soliciting funding for applications approved by the Committee. Staff regularly report to the Committee on success in this regard, as well as on other matters the Committee believes are important to support fair and impactful granting decisions.



Funding for the Community Grants Program

Grants for applications approved by the Grants Committee are funded through a combination of Community Funds (Unrestricted and Field of Interest Funds), and pick-up by interested donors (Donor Advised Funds). Staff make every effort to ensure that grants determined to be worthy by the Committee are matched with funds.

Between 2013 and 2017 inclusive, an annual average of 95% of the applications approved by the Committee was matched with funding.¹ The intention is to maintain a comparable rate of success in matching approved applications with funding, assuming that future growth in the total amount required to fund these grants continues to be matched by growth in funds available for granting.

¹ Over this same period, an annual average of \$1.15 M was granted through the Program (not including CFC150 granting in 2016 and 2017).