



**OTTAWA  
COMMUNITY  
FOUNDATION**

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# OCF POLICY

## Use of Different Fund Types for Grantmaking

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



## Preamble

The Ottawa Community Foundation has a variety of Fund types, and the criteria for use of funds vary for each. This policy identifies the conditions and criteria that must be met for grants to be approved and paid out from a Fund held by the OCF.

This policy addresses Funds used for external grant-making, or for the purposes described in the OCF policy on *Own Activities of the Ottawa Community Foundation*. It does not address the OCF's Operating Funds.

All grants disbursed by the OCF are presented for approval to the Board of Directors as part of the Consent Agenda at Board meetings through the year.

## Statement

The annual amount for disbursement as grants is set by the *Policy on Granting from Endowment Funds*.

In addition to this Use of Funds Policy, all granting must adhere to each of the following:

- The *Banking Resolution* policy with respect to fiscal controls.
- The policy on *Delegated Authority for Granting* as applicable.
- Any and all relevant legal criteria, including those defined by the Canada Revenue Agency.

Specifically with respect to this last point, all grants must be made to Qualified Donees for charitable purposes, as defined by the Canada Revenue Agency (CRA). Staff are responsible for ensuring compliance with this regulation and for reporting annually to CRA.

Grants can be made from each of the Funds as follows:

### 1. Donor Advised Funds

Grants may only be made from Donor Advised Funds upon advice by the Fund Representative as identified in the Fund Agreement or her/his delegate, and in conformity with any other conditions specified in the Fund Agreement.


### 2. Community Fund - Unrestricted Funds

Grants may be made from the Unrestricted Funds for any purpose within the parameters of the OCF's Vision and Mission.

### 3. Community Fund - Field of Interest Funds

Grants made from Field of Interest Funds must conform to the purposes laid out in the Fund Agreement(s) and/or any other related documents (e.g. wills).

If it becomes difficult or impossible to use the Fund in accordance with the Fund Agreement, the CEO may make a recommendation to the Board to alter the purposes of the Fund if the agreement allows it.



If there is no clause to that effect, the OCF may need to seek legal counsel and/or get permission from the Public Trustee in addition to the Board.

#### **4. Designated Funds including Organizational Funds**

Grants may only be made from Designated Funds in the manner specified in the Fund Agreement and/or any other related documents.

If it becomes difficult or impossible to use the Fund in accordance with the Fund Agreement, the CEO may make a recommendation to the Board to alter the purposes of the Fund if the agreement allows it. If there is no clause to that effect, the OCF may need to seek legal counsel and/or get permission from the Public Trustee in addition to the Board.

#### **5. Scholarship Funds**

Scholarship funds usually operate as Designated Funds to specific academic institutions or social services agencies. In the rare cases in which external selection committees exist, grants may only be made upon advice of the committee, and/or as laid out in the Fund Agreement.