



BROKENHEAD RIVER
**COMMUNITY
FOUNDATION**

Step-by-Step: **APPLYING FOR A BRCF GRANT**

A COMPREHENSIVE GUIDE TO HELP LOCAL COMMUNITY GROUPS COMPLETE A GRANT
APPLICATION WITH THE BROKENHEAD RIVER COMMUNITY FOUNDATION



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Chapter 1:

What is the Brokenhead River Community Foundation?

The Brokenhead River Community Foundation (BRCF) is an organization led by local volunteers who are actively working to meet the needs of the Beausejour/Brokenhead community. The Foundation is dedicated to connecting donors to causes they care about and directing resources to impactful charitable projects.

Our mission is to provide financial support to charitable, educational, cultural, and recreational projects, which are beneficial to the Beausejour and Brokenhead communities.

But how does the Community Foundation model work?

Gifts and donations to the Brokenhead River Community Foundation are never spent. Instead, they are sustainably invested to generate revenue.

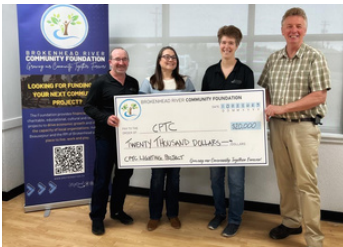
A portion of the revenue is then put directly back into the community by way of grants, scholarships, and bursaries. Never spending the principal balance allows the BRCF to continually give back to Beausejour/Brokenhead - forever!

The BRCF provides grants to enhance the quality of life in all areas of the community. Citizens of Beausejour–Brokenhead benefit from grants made in the following areas:

- Arts, Culture and Heritage
- Literacy and Education
- Health, Wellness and Recreation
- Children, Youth and Families
- Environment and Animal Welfare

The Foundation has provided 215 different grants of \$332,651.46 given back to our community!

2023 Community Grant Recipients



Canadian Power Toboggan Championships
\$20,000.00



Beausejour Brokenhead Firefighter's Association
\$1,150.00



Beausejour Curling Club
\$3,000.00



Happy Time Nursery School Inc.
\$258.00

Chapter 2:

Understanding Grants and Maximizing Opportunities

In this chapter, we will explore the world of grants and equip you with the knowledge to navigate the granting process effectively. The chapter is divided into two parts: Part 1 will provide a comprehensive explanation of what a grant is and the benefits it offers to non-profit organizations within the Beausejour and Brokenhead communities. Part 2 will delve into the various types of grants available from the Brokenhead River Community Foundation and how they can support your specific goals and initiatives. So, let's begin by unraveling the concept of grants and how they can be instrumental in driving positive change within our community.

Part 1: What is a Grant?

A grant is a financial contribution given by a funding organization or government entity to support projects and initiatives that align with their objectives. These grants are typically non-repayable, meaning you don't have to pay them back. They are designed to help organizations like yours implement programs, expand services, or develop community projects. Grants can provide a significant boost to your resources, enabling you to make a positive impact in your community.



Grants offer several benefits to organizations, especially those in smaller communities, like Beausejour/Brokenhead. Here are a few advantages to consider:

1. **Financial Support:** Grants provide the necessary funds to execute projects and initiatives that may otherwise be financially challenging to undertake. They can cover various expenses, such as equipment purchases, project salaries or independent contractors, or facility renovations.
2. **Credibility and Recognition:** Receiving a grant can enhance your organization's reputation and credibility. It demonstrates that external entities believe in your mission and trust your ability to make a difference in your community. It can also attract additional support from other funders or donors.
3. **Collaboration and Partnerships:** Grant programs frequently encourage collaboration between organizations. By seeking and obtaining grants, you can connect with like-minded groups, share resources, and work together to address community challenges. This can lead to increased impact and the creation of sustainable networks.

Part 2: Types of Grants at the BRCF

With the Brokenhead River Community Foundation, you will find a range of grant funds available to support organizations in the Town of Beausejour and RM of Brokenhead. These grant funds are administered by the Foundation, dedicated to fostering community development and addressing local needs. Here's a brief overview of the grant funds you can explore on our website:

1. **Arts, Culture and Heritage Grants:** These grants support projects that enrich communities through artistic and cultural initiatives, fostering creativity, preserving heritage, and promoting diversity. Funding may be allocated for programs like exhibitions, festivals/events, performances, preservation and restoration, art-based social programming, or special publications.
2. **Literacy and Education Grants:** These grants focus on enhancing educational opportunities and outcomes for learners of all ages, supporting initiatives that improve access to quality education, library and literacy, technology integration, and educational resources. Projects that address educational equity, promote STEM (Science, Technology, Engineering, and Mathematics) education, or encourage lifelong learning may be eligible for funding.
3. **Health, Wellness and Recreation Grants:** These grants aim to improve public health and well-being by supporting programs that promote physical activity, healthy lifestyle choices, and mental wellness.
4. **Children, Youth and Family Grants:** These grants seek to strengthen communities by funding projects that enhance local infrastructure, promote civic engagement, and address socio-economic challenges. Initiatives that support community events, or social services such as day cares, drop in centres, residences or day programs for persons with disabilities can fall under this category.
5. **Environment and Animal Welfare Grants:** These grants focus on projects that address environment preservation and conservation including promotion, education, and animal welfare.

In order to maximize the impact of community projects and initiatives, it is essential to consider several key factors. For BRCF Grants, the Foundation gives preference to projects and programs where grant money can benefit the community in a significant way. Proposals should include explanations in the following areas:

1. **Serve a need in the community:** The project or initiative should address a specific need or challenge within the community, whether it's related to infrastructure, social programs, education, health, or environmental sustainability.
2. **Involve organizations in the community:** The project should actively engage and involve local organizations, fostering collaboration and partnerships to maximize community impact and resources.
3. **Strengthen the social and cultural structure of the community:** The project should contribute to the social fabric and cultural diversity of the community, promoting inclusivity, identity, and a sense of belonging.
4. **Emphasize and utilize the skills and resources that exist in the community:** The project should leverage the skills, knowledge, and resources available within the community, tapping into its existing strengths and assets.
5. **Have a well-planned approach - have broad public appeal:** The project should demonstrate a thoughtful and well-planned approach, with clear objectives, strategies, and measurable outcomes. It should also resonate with a wide range of community members, generating support and interest.



6. **By working in partnership or collaboration with other community partners:** Collaboration and partnership with other organizations or stakeholders should be demonstrated, showcasing a collective effort to address community needs and achieve common goals.
7. **Include the organization's demonstration of financial commitment towards the project:** The organization applying for the grant should showcase its commitment to the project by **contributing a minimum of 25%** of the project's total cost, demonstrating financial responsibility and dedication.

Grants are not usually made for:

- research
- seminars, conferences or workshops
- tours or travel outside the community
- fund raising activities
- sectarian, religious, or political purposes
- core operating costs or capital building campaigns
- to retire debt
- capital projects located outside the Beausejour or Brokenhead area
- general endowment or sustaining funds

"Don't *wait* for the opportunity, *create* it."

- George Bernhard Shaw

BRCF Endowment Funds and the Grants They Support

Endowment Fund	Who Can Apply	Types of Grants
General Community Fund	Any charity or non-profit organization within the Town of Beausejour or RM of Brokenhead	<ul style="list-style-type: none"> • Arts, Culture and Heritage • Literacy and Education • Health, Wellness and Recreation • Children, Youth and Families • Environment and Animal Welfare
Cherrey Family Trust Fund	Any charity or non-profit organization within the Town of Beausejour or RM of Brokenhead	<ul style="list-style-type: none"> • Sports - hockey, curling, and figure skating • Public Spaces - playground and swimming pool • Physical Activity - walking trails and parks
Michael Hamende Memorial Minor Hockey Fund	Beausejour Brokenhead Minor Hockey Association	<ul style="list-style-type: none"> • The purchase of equipment for early years hockey groups • The funding of hockey clinics, run or sponsored by BBMHA, for the younger aged players, for the purpose of getting kids started on the best footing possible • Any other BBMHA opportunity; mutually agreed upon by the BRCF and an acting member of the Hamende family
Winter Games Legacy Fund	Any athletic/sports club in the Town of Beausejour or RM of Brokenhead (priority given to clubs involved in sports related to the Winter Manitoba Games: <i>Alpine Ski, Badminton, Special Olympic Bowling, Cross Country Skiing, Curling, Hockey, Volleyball, Figure Skating, Artistic Gymnastics</i>)	<ul style="list-style-type: none"> • Health, Wellness and Recreation
Canadian Power Toboggan Championships Community Fund	Any charity or non-profit organization within the Town of Beausejour or RM of Brokenhead	<ul style="list-style-type: none"> • Arts, Culture and Heritage • Literacy and Education • Health, Wellness and Recreation • Children, Youth and Families • Environment and Animal Welfare



Chapter 3:

Navigating the Granting Process with BRCF

In Chapter 3, "Navigating the Granting Process with BRCF," we will provide a comprehensive guide to successfully apply for a grant from the Foundation. We will provide a step-by-step breakdown of the granting process, guiding you through each stage, from initial research to submitting your application. So, let's dive into the world of BRCF grants and equip you with the knowledge and tools needed to submit a strong and compelling application.

Understanding the granting process is crucial for a successful application. Let's break it down into the following steps:

1. **Research and Identify Funding Opportunities:** Start by researching potential grant programs that align with your organization's mission and project goals. Local government websites, community foundations, and online grant directories are valuable resources for finding suitable grants. You can find BRCF grants including their eligibility requirements and application at www.brcfoundation.ca/granting.



2. **Read and Understand Guidelines:** Once you've identified a grant program, carefully read its guidelines and eligibility criteria. Make note of important deadlines, application requirements, and any specific evaluation criteria or priorities outlined by the funder.
3. **Develop a Strong Project Plan:** Create a comprehensive project plan that clearly defines your goals, objectives, activities, and anticipated outcomes. Ensure that your plan aligns with the grant program's objectives and addresses community needs.
4. **Prepare a Budget:** Develop a detailed budget that outlines the estimated costs associated with your project. Include all expenses, such as personnel, supplies, equipment, and any other relevant costs. Ensure that your budget is realistic and well-supported by accurate estimates.
5. **Write a Compelling Proposal:** Craft a persuasive grant proposal that clearly communicates your organization's mission, project plan, and expected outcomes. Emphasize the community impact and address the funder's priorities. Use a clear, concise, and compelling writing style.
6. **Submit the Application:** Pay close attention to the application instructions, ensuring that you provide all the required information and supporting documents. Submit your application before the stated deadline and retain copies of all submitted materials for your records.
7. **Follow-Up and Evaluation:** After submitting your application, patiently await the funding decision. If successful, celebrate your achievement and acknowledge the funder's support. If unsuccessful, don't be discouraged. Request feedback to improve your future applications and consider seeking other funding opportunities.



Chapter 4:

Unlocking Grant Success: Essential Information and its Breakdown

In this chapter, we will provide a detailed list of the required information you will need to gather and include in your grant application to maximize your chances of success.

Providing all necessary information, to the best of your knowledge, is essential to maximize your chances of success. So, let's delve into the key elements that will help you present a compelling and well-prepared application to secure the funding you need for your project's success.

The first section of the form collects all pertinent organization information, including the name, legal status, contact details, and a brief overview of the organization's mission and activities, providing an initial snapshot to the grant provider about the applicant. This includes the following:

- Name of Organization
- Organization Business Number
- Contact Person/Title
- Contact Information (Email address, mailing AND physical address, and phone numbers): Where we can reach the contact person and the organization in general.
- Website
- Years Established
- List of Board of Directors or members of the governing body for your organization

- Charity Registration Number
- Charity Number belongs to

Three pieces of this section are required for the BRCF to remain compliant with Canada Revenue Agency policies for granting, and they are the **Organization Business Number, Charity Registration Number, and who the Charity Number belongs to**. You can find additional information about CRA's grantee and non-grantee guidelines [here](#).

The next section of the application offers a comprehensive breakdown of your project, presenting the grants committee with a detailed overview of the project's objectives, activities, timeline, and anticipated outcomes. These questions include:

- Project Title
- Total Project Cost
- Amount of Grant Requested (maximum of 75% of total cost)
- Will your project continue if you are awarded a grant smaller than the amount requested? (Yes or No)
- Project Start Date
- Project Completion Date (by August 31st)
- Project Type
- Have you received funding from BRCF in the past?

In order to learn more about this project, this next section asks for specific information and descriptions. This includes a description of the project, the purpose of the project, and the relationship of the project to the overall goals and services of your organization. This section also asks about Demographics, Diversity/Accessibility, and Financial and Community Support. Make sure your organization has a clear understanding of who and how many will be served by this project, the geographic area served, which groups of people with diverse needs this project may impact, and community partners who will support the project financially.

It is important to note whether any **local resources will be utilized**, such as locally purchased materials or employment of local tradespeople. The Foundation also needs to know if and how your project **promotes volunteer participation and citizen involvement**.

Should your project not be a one-time program or capital project, you will also want to showcase your plan to **keep your project sustainable and continuing into the future**, beyond any initial funding received from a BRCF grant.

The final section of the application requests a detailed budget of your project, and your additional sources of revenue. (Remember, your organization is responsible for a minimum 25% of the total cost of the project).

Being as specific and detailed as possible in this application is crucial to showcase the project's viability and ensure a clear understanding of its potential impact.

In conclusion, the success of your grant application hinges on the thorough inclusion of all pertinent information and a commitment to specificity throughout each section. By providing a detailed breakdown of your project's goals, activities, and anticipated outcomes, you paint a vivid picture of its potential impact, fostering a compelling case for funding. Remember, the Brokenhead River Community Foundation is here to support you every step of the way. If you have any further questions or require assistance, don't hesitate to reach out to our dedicated volunteers who will gladly guide you through the process and help turn your vision into reality. Your dedication to providing a complete and well-prepared application increases your chances of securing the support you need to make a lasting difference in our community.



Chapter 5:

BRCF Grant Application Resources

In addition to the valuable content within these pages, we have curated a wealth of supplementary information and resources, carefully selected to further enhance your understanding and chances of success.

The Brokenhead River Community Foundation's website has all the eligibility requirements, information, and scoring documents.

www.brcfoundation.ca/granting

Some other great articles about grant writing can be found here:

- [Tech Soup - Getting Started with Grant Writing: 5 Things to Know](#)
- [Imagine Canada - Insider Insights: 5 Tips On How to Write a Winning Grant Application](#)
- [ArtsUnite - Ready to Apply? Tips & Tricks for a Successful Grant Application](#) - this article has many additional links to further your knowledge of grant writing.

Feeling ready? Apply now!

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