

2021

Foundation Grant Guidelines



Who we are

At Prospera we believe thriving communities inspire and support growth and are continuously fostering a better future for those residing there. We are actively reinvesting our profits and resources into the well-being of our local citizens, families, and businesses. As proud sponsors of local, we are a part of the fabric of our communities in which we live, work and play. We understand that when our economy thrives, our local communities thrive.

Previously known as the Westminster Savings Foundation, the Prospera Foundation ("the Foundation") supports local programs and projects that help make our communities stronger and more inclusive places to live. The Foundation supports charitable projects and programs in the areas of:



Local Businesses

- Charities supporting the local business ecosystem
- Charities supporting back-to-work or career transition services
- Charities optimizing local business presence in communities



Health

- Charities offering preventative wellness and a holistic approach to employee wellness services such as:
- Mental health
 - Physical wellness
 - Work-life balance



Education

- Financial literacy
- Scholarships and grants for local students
- Mentorship programs
- Entrepreneurship

To qualify, applicants must hold charitable status with the Canada Revenue Agency. Please read the following carefully before submitting an application for funding. If you are seeking sponsorship support, please email your requests to marketing.requests@prospera.ca.

Given budget limitations, some programs or projects are beyond the granting scope of our foundation regardless of their merit. However, we will ensure that every application is reviewed carefully and evaluated against set criteria to ensure that funds are invested carefully.

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Eligibility

What activities the Prospera Foundation supports:

- Projects and programs that support the growth of the local business ecosystem; that focus on preventative platforms for physical and mental health; and/or that focus on financial literacy and entrepreneurship.
- Funding requests centered around improving the charities' business operations (ex. new accounting system, new website, staffing needs to help deliver and extend its impact to the community).
- Charities selected must operate in, or benefit community members within one or all of the 11 communities Prospera serves.

To help us understand the details and scope of your request, please email your completed grant application and any supporting documents and/or links to foundation.requests@prospera.ca.

We will review your application within 5-6 weeks and may contact you if we have additional questions. Applications received after the deadline stated on our website may be considered for the next grant cycle. For more information, please visit prospera.ca/GrantApplications.

Thank you for your interest!

Important dates

	Summer Applications*	Winter Applications
Application period opens	July 6	November 1
Deadline for submissions	July 30	January 15
Board meeting	Early September	Early March
Applicant notified of funding decision	By the end of September	By the end of March

*2021 has a condensed summer grant application period. In 2022, the summer grant application period will run from May 1 to July 15.

Expectations from Prospera

The Prospera Foundation expects the following from grant recipients:

- Grants must be used for the project for which they were requested, and the project should be completed within 12 months of receipt of funding (exceptions can be made if project spans longer than one year)
- Approval from Prospera Foundation prior to any significant alterations in projects/program plan
- Proper fiscal management
- Willingness to share project successes and challenges with Prospera Foundation
- As applicable/appropriate, recognition of the support received from the foundation (logo, program materials, verbal recognition etc.)
- Within three months of the completion of the project, the applicant organization must submit a final impact report that covers the following:
 - Project summary
 - Total number of persons/individuals impacted in the community
 - Impact to your organization (if applicable)
 - Community impact
 - Summarized budget breakdown
 - Please share at least one story or comment from someone who was involved (volunteer, participant, family etc.)
 - Will you be repeating this project/program again?
 - Any additional comments

In the event that the project is not completed or a final report not submitted, Prospera Foundation may request the return of the grant funding received by the applicant organization and/or refuse to accept any future applications for grants from that organization.

Additional terms and conditions:

- The project or program should be clearly linked to the mandate and strategic plans of the organization
- Applications should present clearly defined and measurable outcomes
- Applications should respond to identified community issues and priorities, as well as address access and inclusiveness where appropriate
- Organizations must be able to demonstrate significant and appropriate support from the local communities, including other funding sources
- Projects should use, enhance, mobilize, or expand the skills, capacities and assets of local people and their community
- The applying organization must demonstrate fiscal responsibility and effective time management
- The applying organization should demonstrate inclusiveness and respect for cultural diversity
- Organizations should demonstrate a commitment to the project through a meaningful contribution of their own human and/or financial resources
- Projects that will be ongoing after the end of the grant should provide realistic plans for longer-term funding
- Prospera Foundation **does not support** the following:
 - For-profit organizations
 - Community events and festivals
 - Projects serving municipalities outside of our trade areas
 - Religious organizations, except for non-denominational activities and services which are open to all persons
 - Touring, hospitality, or travel costs
 - Contests, tournaments, or competitions
 - Direct grants to individuals
 - Conferences or training
 - Elimination or reduction of accumulated deficits
 - Fundraiser or gala events
 - Capital endowment campaigns
 - Individual sports teams, clubs, or leagues (at any level)
 - Playgrounds and recreational facilities
 - Requests for retroactive funding