



Environmental Legacy Grants Program

Application Guide

SUBMIT LETTER OF INQUIRY JANUARY 18 – JANUARY 29
FULL APPLICATION DUE FEBRUARY 19, 2021

About the Whistler Community Foundation

Founded in 1999, the Whistler Community Foundation manages donations as long term investments, grants money to local charities and engages the community through Whistler's Vital Signs. The Board of Directors takes recommendations from grants committees regarding ways in which to direct available funds. The Executive Director manages the process of grant making and is available for questions by emailing cmozes@whistlerfoundation.com

About the Environmental Legacy Fund Grants Program

The Whistler Community Foundation supports projects and programs taking place primarily in the Whistler region. Applicants must be [qualified donees](#) or have secured a charitable partner for their grant application.

The ELF Grants Program has 2 components:

- Environmental Legacy Grants
- Youth Mentorship Grants

Focus Area

In 2021, the Whistler Community Foundation is focusing on providing support to address issues related to Racial Equality, [Vital Signs](#), and [Sustainable Development Goals](#).

Racial Equality

In support of charities and individuals in our community who commit to anti-racism work, preference will be given to organizations who are Black, Indigenous, or People of Colour (BIPOC) lead (employees, leadership positions and/or board members), or provide programs and support to BIPOC community. Please self identify in your application.

This focus is designed to help organizations take next steps in the journey to becoming more equitable in practice, policy, leadership, and impact of their services and programs. This focus area of granting one small concrete action. There are many different actions the Foundation will consider as we work to build a race equity strategy; however, we felt it was important to start with this step now. Our hope is that it empowers work to happen in our community and starts much-needed critical conversations.

We recognize that some local charities doing important work for the environment will not be BIPOC lead and we would like to encourage all organizations to apply.

Whistler's Vital Signs

Whistler's Vital Signs uses local knowledge to measure the vitality of our community and support action. Local data gathered through the program is used to support evidence-based, locally relevant solutions to improve the quality of life at the community level.

Whistler's Vital Signs aims to inspire civic engagement, to provide focus for public debate, and to help a range of actors take action and direct resources where they will have the greatest impact.

Sustainable Development Goals

The United Nations' Sustainable Development Goals (SDGs) are a universal framework and plan to achieve a better and more sustainable future for all. These goals address global challenges including those related to poverty, inequality, climate, environmental degradation, prosperity, and peace and justice. Global collaboration and local action aim to achieve each goal by 2030 in a pledge to ensure no one is left behind. Community foundations across Canada are committed to champion the SDGs through action and education. The SDG framework allows Whistler to measure local data against common global indicators. The SDGs were considered in determining the areas of focus in this grant application.



Environment & Getting Around

[GOAL 6: Clean Water and Sanitation](#)

[GOAL 7: Affordable and Clean Energy](#)

[GOAL 11: Sustainable Cities and Communities](#)

[GOAL 12: Responsible Consumption and Production](#)

[GOAL 13: Climate Action](#)

[GOAL 14: Life Below Water](#)

[GOAL 15: Life on Land](#)

Programs and projects receiving support through this program must be consistent with the descriptions of success as described in the RMOW's [Official Community Plan](#) and one or more [Sustainable Development Goals](#):

RMOW Official Community Plan

[Chapter 7](#) **“What it's about:** Protecting, monitoring and restoring the natural environment in Whistler.”

[Chapter 10](#) **“What it's about:** Confirming the community's belief that climate change is real, that reducing GHG emissions is beneficial to our broader well-being and that governments should act promptly to mitigate the negative impacts of climate change.”

Granting

Grants are made possible by the Environmental Legacy Fund which was established in 2001. ELF was the Foundation's first, largest and fastest growing fund. The fund was created through annual grants from the Resort Municipality of Whistler's collected landfill tipping fees. Its goal is to support charitable organizations whose programs and projects provide environmental benefits to the Whistler area.

Grants between \$2500 and \$25,000 will be awarded to projects that:

- Establish environmental conservation activities;
- Restore, rehabilitate or enhance natural habitats;
- Provide, encourage or support scientific research that benefits the environment;
- Provide, encourage or support public education or raise public awareness about environmental stewardship;
- Map and inventory natural resources for environmental management planning purposes; and
- Establish or promote local environmental stewardship or local participation in programs that preserve, enhance, conserve or restore the environment.

Youth Mentorship Grants

The Youth Mentorship Grants are available to recipients of Environmental Legacy Grants as an additional opportunity to provide learning for local youth in the area of environmental conservation, research, stewardship, public education, and planning. Grants are made possible by the *Environmental Legacy Fund*. Grants include up to \$2000 to be used towards wages or a stipend for the youth and up to an additional \$1000 towards administering the mentorship.

Eligibility of Organizations

Must apply for a grant under the Environmental Legacy Fund (ELF) Grants program. When you submit your Letter of Inquiry (LOI) please indicate in your LOI if you are interested in applying for an ELF Youth Mentorship Grant as a supplement to your project.

Eligibility of Youth

- Ages 15 to 30;
- Must live in the Sea to Sky region;
- Preference given to youth who are interested in pursuing a career in the environmental field;
- Grants may be used to provide group mentorship opportunities

Responsibility of Recipient Organization

The recipient organization is responsible for:

- recruiting and selecting the youth candidate(s) for the position(s) in accordance with the youth eligibility;



- creating a work plan that meets the organization's need as well as the ELF criteria;
- providing the necessary infrastructure to carry out the work plan;
- providing the youth with training, guidance, and mentoring;
- Ensuring the internship takes place within the timeframe of the associated project/program for which the organization has received an ELF grant

Key Elements for Success

The Whistler Community Foundation seeks to fund programs/projects that focus on the following characteristics:

Creating Impact

- seek to achieve a clearly articulated, measurable impact on the community
- work to address the root causes of difficult issues and apply strategies for long term solutions
- respond to a demonstrated need- applicants may refer to [Whistler's Vital Signs](#) reports, [RMOW's Community Monitoring](#) for direction

Building Connections

- increase community connections through strengthening partnerships and collaboration
- show evidence of local support for your project

Supporting Inclusiveness and Equality

- target vulnerable individuals and populations and strengthen inclusion
- if applicable, involve those directly impacted by the project/program in the plans

What types of projects are not funded?

- Retroactive funding
- Debt
- Activities for direct religious purposes
- General fundraising campaigns
- Any activities that are discriminatory or service the interests of the members of an applicant organization to the exclusion of the community at large.

The Application Process

Submit Letter of Inquiry January 18th – January 29th

Receive feedback on LOI from Foundation by February 5th

Submit grant application by February 19th, 2021



The Environmental Legacy Fund Grant program uses an [online application](#) process. If you've used the grant portal previously, log in and begin your application. If you are a first time applicant, please create your [online profile](#) to apply. You will use the system to submit your letter of inquiry, full application, grant agreement, and grant report.

All applications will be thoroughly assessed by Grants Committees. The Grants Committees will recommend project funding to the Foundation's Board of Directors who will have final approval. All applicants will receive written notification of the Foundation's decision and if successful, the terms and conditions of any grant that has been awarded by the end of March 2021.

Applicants who are not registered charities or qualified donees:

Under the *Income Tax Act*, as a public foundation, the Whistler Community Foundation may only make grants to registered charities or qualified donees. If your organization is not a registered charity, you may be eligible to apply for a grant if you have a strong formalized and documented partnership with a charitable organization. Alternatively, your organization may wish to make a formal application to the Canada Revenue Agency to become a registered charity.

A registered charity or qualified donee who has partnered with a non-qualified donee for the delivery of a program or project must be willing to act as the lead partner and is in effect taking on the project as part of its own operations and employing the applicant as its agent. The registered charity must be willing to assume the legal and financial responsibility for the project. Please consult the [Canada Revenue Agency website](#) for details regarding Charity/Non Charity Partnerships.

After a grant has been approved

- Payments will be processed upon receipt of:
 - An online signed Grant Agreement
 - Confirmation that all conditions have been met (if conditions are placed on your grant)
- The Whistler Community Foundation will disburse 100% of the grant upon receipt of the signed Grant Agreement for grant amounts less than \$20,000. For amounts over \$20,000 80% will be disbursed upon approval and the remainder upon interim report. You may be contacted by a representative from the Grants Committee to arrange for the presentation of a cheque to your organization.
- A final report in the year the funds are granted is essential to be eligible for future funding.
- The Whistler Community Foundation requests the following from grant recipients:
 - To ask for assistance if needed. The WCF is committed to supporting our grant recipients throughout the grant cycle so if you have any questions or concerns please reach out.
 - To be kept informed. We encourage grant recipients to communicate openly with us and keep us informed of your progress. We understand that sometimes organizations



must adapt their programs in order to achieve the desired outcomes. The Foundation supports innovation and wants to help you maximize the impact of your programs.

- Proper fiscal management;
- Thorough and well-planned project evaluation;
- Final reports through online system submitted in a timely manner (financial reconciliation and description of project outcomes);
- Public recognition of the support received from the Whistler Community Foundation including proper use of logo;
- Foundation Board, staff or grants committee volunteers be given the opportunity to make site visits, if circumstances permit;
- Provide stories that demonstrate the impact of your project or program. Stories may take the form of videos, narratives, collages, photo essays, poems or other creative endeavors. Tell your stories in a way that is meaningful to you and the participants in your program.

Have Questions?

Please contact info@whistlerfoundation.com to discuss further.