



Leadership Grants Application Guide

APPLY BETWEEN JANUARY 18 – 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 info@whistlerfoundation.com

About the Leadership Grants Program

The Leadership Grants are divided into two categories:

- Kathy Barnett Leadership Grant
- Bob and Sue Adams Leadership Grant

Basic Eligibility

Applicants must be working or volunteering with an organization that has Canadian charitable status or is a qualified donee under the Income Tax Act. Grants are not awarded to individuals or businesses. If your organization is not a registered charity, please refer to the Applicants who are not registered charities or qualified donees on page 3.

Kathy Barnett Leadership Grant

The purpose of this grant is to fund women who work or volunteer for a charitable organization and wish to participate in a professional development opportunity to improve their leadership skills so as to enhance their work with local charitable organizations. Grants of up to \$3000 will be awarded this year. Grant recipients must use the skills and experiences gained from the professional development opportunity for the improvement of the quality of life in the Whistler and Pemberton area.

Kathy Barnett Memorial Fund

This field of interest fund was created in 2008 in memory of Kathy Barnett, a former Whistler resident and Whistler Community Foundation Director. Kathy was a strong, community-oriented woman who gave of herself for the betterment of others. Together with her husband, Kathy co-founded the Pique Newsmagazine, a successful independent weekly newspaper. She was a founding director of the Whistler Community Foundation, chair of the Whistler Chamber of Commerce, Chamber's Business Person of the Year in 2002, board member of the Women's Enterprise Centre of BC, and appointee to the provincial Ministry of Small Business and Revenue's roundtable on small business.

Kathy provided clear leadership, and encouraged her friends and colleagues to accept new challenges while giving them the confidence to believe that they would succeed. She was always willing to take on whatever came along and could be counted upon to provide generous support for community needs. Kathy's vivacious spirit touched the lives of many. This leadership grant was

created in her memory by her husband Bob, with significant support from her family, friends and colleagues.

Applicant Guidelines

- Must be a female residing in Squamish, Whistler, Pemberton, or Mount Currie
- Work or volunteer for a Registered Charitable Organization
- Exhibit community involvement, leadership, consideration for others and outstanding personal qualities
- Preference will be given to applicants pursuing opportunities related to journalism and business
- Wish to pursue a professional development opportunity such as post-secondary education, workshops, seminars, or other educational opportunities
- Use skills and experiences gained during the professional development opportunity for the improvement of the quality of life in the Squamish, Whistler, Pemberton or Mt Currie areas
- Have lived and worked in the area for a one-year period and plan to continue to work in the Squamish, Whistler, Pemberton or Mt Currie areas after completing the program

Bob and Sue Adams Leadership Grant

The purpose of this grant is to fund local individuals who work or volunteer for a charitable organization and wish to participate in a professional development opportunity to support their work with the charity and their own development, for the betterment of the community. A grant of up to \$500 will be awarded this year. Grant recipients must use the skills and experiences gained from the professional development opportunity for the improvement of the quality of life in the Whistler and Pemberton area.

Bob and Sue Adams Leadership Fund

Since making Whistler their home in 1988, Bob and Sue Adams have immersed themselves in community life. They built their businesses in the Whistler area and became fixtures on nearly every board and volunteer community organization in Whistler and Pemberton. In the course of their work, they mentored dozens of individuals into becoming business and community leaders. Community is important to Bob and Sue and the Bob and Sue Adams Leadership Fund is their way of creating a legacy for their community. They chose to combine their love of community life and their belief in life-long learning to into a fund that provides leadership grants and scholarships.

Applicant Guidelines

- Reside in Whistler, Pemberton, or Mount Currie
- Work or volunteer for a Registered Charitable Organization
- Exhibit community involvement, leadership, consideration for others and outstanding personal qualities
- Preference will be given to applicants pursuing opportunities related to community development, social work, psychology or business

- Wish to pursue a professional development opportunity such as post-secondary education, workshops, seminars, or other educational opportunities
- Use skills and experiences gained during the professional development opportunity for the improvement of the quality of life in the Whistler, Pemberton or Mt Currie areas
- Have lived and worked in the area for a one-year period and plan to continue to work in the Whistler, Pemberton or Mt Currie areas after completing the program

The Application Process

ALL GRANT APPLICATIONS MUST BE RECEIVED BY FEBRUARY 19, 2021.

The Leadership Grants 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 application, your grant agreement, and your grant reports. If you would prefer to do your application orally, please email info@whistlerfoundation.com by February 1st so we can accommodate your request.

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.

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:
 - a signed Grant Agreement
 - proof of enrollment in post secondary course, workshop, seminar or other educational opportunity
 - written 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. 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.