



# Leadership Grants Application Guide

**APPLY BETWEEN MARCH 1 – MARCH 31, 2023**

## About Whistler Community Foundation

Founded in 1999, Whistler Community Foundation (WCF) grants money to local charities, engages the community through Whistler's Vital Signs and manages donations as long-term investments. The Board of Directors takes recommendations from grants committees regarding ways in which to direct available funds. WCF staff support the volunteers in the granting process.

## 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 \$3500 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 Mt Currie area
- 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 \$700 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 or 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 into a fund that provides leadership grants and scholarships.

### *Applicant Guidelines*

- Reside in Whistler, Pemberton, or Mount Currie area
- 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 MARCH 31, 2023.

**The Leadership Grants Program uses an [online application process](#).**

If your organization has 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 [swhite@whistlerfoundation.com](mailto:swhite@whistlerfoundation.com) by March 15<sup>th</sup> so we can accommodate your request.

All applications will be thoroughly assessed by Grants Committees. The Grants Committees will recommend project funding to the WCF's Board of Directors who will have final approval. All applicants will receive written notification of the WCF's decision and if successful, the terms and conditions of any grant that has been awarded by the end of May 2023.

### **Applicants who are not registered charities or qualified donees:**

Current WCF policy allows for grants to registered charities or qualified donees. If you are not a registered charity or qualified donee, you can seek a charitable partner to form a documented partnership in carrying out the application and grant.

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
  - banking info for direct deposit
  - confirmation that all conditions have been met (if conditions are placed on your grant)
- WCF 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.
- WCF requests grant recipients:

- ask for assistance, if needed. WCF is committed to supporting our grant recipients throughout the grant cycle, so if you have any questions or concerns, please reach out.
- keep us 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. WCF supports innovation and wants to help you maximize the impact of your programs.
- use proper fiscal management.
- use a thorough and well-planned project evaluation.
- submit final reports through online system in a timely manner (including financial reconciliation and description of project outcomes).
- make public recognition of the support received from WCF, including proper use of logo.
- give Board, staff or grants committee volunteers 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 [swhite@whistlerfoundation.com](mailto:swhite@whistlerfoundation.com) to discuss further.