

Environmental Legacy Grants Program

Application Guide



**SUBMIT LETTER OF INQUIRY BY JANUARY 24, 2024
UPON INVITATION BY THE GRANTS COMMITTEE A FULL
APPLICATION IS DUE FEBRUARY 20, 2024,**

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 Environmental Legacy Fund Grants Program

WCF 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 3 components:

- Environmental Legacy Grants
- Youth Mentorship Grants
- **NEW** Climate Action for Non-Environmental Charities

Grant Focus Areas

In 2024, WCF supports issues related to racial equality, Vital Signs, and Sustainable Development Goals with a focus on climate change across all grant programs.

Organizations receiving support through the ELF grant program must be consistent with the descriptions of success as described in RMOW's **Official Community Plan** and one or more **Sustainable Development Goals**.

Racial Equality

WCF is on a journey to become actively anti-racist, and we hope that you will join us as we follow-through on this commitment.

In support of this commitment to anti-racism work, preference will be given to organizations who are Black, Indigenous, or People of Colour (BIPOC) lead (e.g., employees, volunteers, or board members), and/or provide programs, advocacy, and support to BIPOC communities. Please self-identify in your application.

This focus is designed to shift power and help organizations take next steps to becoming more equitable in practice, policy, leadership, and impact of their services and programs. If you are unsure of how your charity can contribute to racial equality, please connect with Claire cmozes@whistlerfoundation.com to discuss.

Anti-racism and equity work are directly grounded in Sustainable Development Goal (SDG) #10, **Reduced Inequalities**. As WCF works to progress and support the SDGs across our work, we must also acknowledge that dismantling racism is included in and inherent to these goals.

Please note: no charity is excluded from applying.



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.

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

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. See our latest info here: [Whistler's Vital Signs • Whistler Community Foundation \(whistlerfoundation.com\)](#)

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.”

Environmental Legacy Grants

Grants are made possible by the Environmental Legacy Fund that was established in 2001. ELF was WCF'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.

WCF wants to build awareness of the problems posed by climate change and help grantees understand that they play a role in addressing this critical issue. At this time, we are interested in raising awareness about climate change and learning what grantees are doing to address it. Grants will not be approved or denied based on climate action criteria alone; however, an organization's practices with respect to climate change may be a factor in our grantmaking process. Low-carbon and climate-resilient projects, as well as projects that promote climate change awareness, resilience and positive climate action may be prioritized.

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/or
- 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

Youth must

- be between 15 and 30 years old; and

- 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; and,
- ensuring the internship takes place within the timeframe of the associated project/program for which the organization has received an ELF grant.

NEW Climate Action for Non-Environmental Charities

WCF wants to build awareness of the problems posed by climate change and help grantees understand that they play a role in addressing this critical issue. An organization's practices with respect to climate change will be a factor in our grantmaking process. Low-carbon and climate-resilient projects, as well as projects that promote climate change awareness, resilience and positive climate action will be prioritized.

Key Elements for Success

WCF seeks to fund programs/projects that focus on the following characteristics:

Creating Impact

Funded projects will

- seek to achieve a clearly articulated, measurable impact in a defined area that WCF is focusing on providing support to, such as racial equality, Vital Signs, Sustainable Development Goals, and climate change;
- work to address the root causes of difficult issues and apply strategies for long term solutions; and/or,
- respond to a demonstrated need—applicants may refer to [Whistler's Vital Signs](#) reports, [RMOW's Community Monitoring](#) for direction.

What types of projects are not funded?

While WCF works to lower the barriers to funding, we will not provide funds for:

- Retroactive funding
- Debt
- Activities for direct religious purposes
- Fundraising activities
- 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 10 – 24, 2024

APPLICANTS WILL RECEIVE FEEDBACK BY FEBRUARY 6, 2024

FULL APPLICATION FOR INVITED APPLICANTS DUE FEBRUARY 20, 2024

The Environmental Legacy Fund Grant program uses an [online application](#) process. If your organization has used the grant portal previously, log in and begin your application. If your organization is a first-time applicant, please create an [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 WCF Board of Directors who will have final approval. All applicants will receive written notification of WCF's decision and if successful, the terms and conditions of any grant that has been awarded by the end of March 2024.

Applicants who are not registered charities or qualified donees:

The current WCF policy allows for 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
 - 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 the Whistler Community Foundation including proper use of logo.
 - give the Board, staff or grants committee volunteers an 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.