



## **The Chrysalis Fund Grant Policies and Guidelines**

**The Chrysalis Fund is a women's membership-based group of community minded philanthropists who pool their resources to promote growth and positive change in children, youth and families.**

**Since its inception in 2009, members of The Chrysalis Fund have distributed \$92686.29 to support projects throughout Steinbach and the surrounding area.**

**2024 Eligible Granting Funds \$14057.98 – qualified organizations can apply for full or partial granting funds.**

**In the event that there is more than one successful grant application the 2024 Granting Funds may be divided according to the applicants' project cost.**

### **The following types of organizations will be deemed eligible for a grant from The Chrysalis Fund:**

- Only registered Canadian charities are eligible to apply for grants from The Chrysalis Fund.
- Schools in the City of Steinbach and surrounding area.
- Organizations affiliated with a registered Canadian charity.
- The Chrysalis Fund is a project funder and does not provide on-going operating support. Grants are awarded for specific purposes and for projects covering a definite period of time. The Chrysalis Fund does not guarantee annual support for any organization.
- Organizations must demonstrate a strong and committed board, fiscal responsibility, and effective management.
- Projects must primarily benefit children, youth and families of Steinbach and the surrounding area.
- Pilot or demonstration projects must include provision of evaluation and a realistic plan for financial viability beyond the pilot stage.
- Organizations that were awarded a grant must submit a satisfactory report on their previous grant before submitting a new grant application.

### **The following types of organizations will be deemed ineligible for a grant from The Chrysalis Fund:**

- Non-registered charitable organizations unless supported by a qualified organization described above;
- Organizations not able to demonstrate an involvement with youth and families from Steinbach and the surrounding area;
- Organizations that are profit oriented;
- Political Activities, governments;
- Individuals;
- Annual fundraising campaigns or annual fundraising events;
- Pay down mortgages or reduce deficits;
- Core operating expenses of organizations;
- Exclusive religious activities, defined as proselytizing related to a specific set of organized beliefs and practices;
- Other grantmaking or scholarship/award programs.



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### GRANT ASSESSMENT CRITERIA:

#### Organizational considerations:

- Previous track record or demonstrated capacity to deliver projects and work in partnership;
- Receipt of satisfactory required reports on previous grants;
- Organization's capacity to contribute to the project;
- Grant history;
- Site visit (where applicable)

#### Project considerations:

- Viability of the project should the full amount requested not be provided;
- Project is in accordance with applying organization's mission;
- Clear goals and activities; overall viability;
- Benefit to the community/numbers affected;
- Needs of the population being served by the project;
- Qualifications and experience of staff conducting the project;
- Support for the project from other funders;
- The need for specific conditions to be attached to the funding

#### Preference is given to projects which:

- Align with The Chrysalis Fund mission statement ~ *Building a community of philanthropists and creating a legacy to promote growth and positive change in children, youth and families.* ~
- Demonstrate innovative approaches and techniques to solve community issues, and build individual, neighbourhood and/or community capacity;
- Demonstrate accessibility and inclusiveness;
- Demonstrate sensitivity and diversity;
- Address the root causes of issues in our society;
- Demonstrate that consideration has been given to the project's effect on the environment;
- Encourage more efficient use of community resources;
- Promote cooperation and sharing among organizations to minimize the potential for duplication of services;
- Promote volunteer participation;
- And strengthen an organization's capacity to be sustainable.



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### RECEIVING GRANTING FUNDS:

The Chrysalis Fund is an endowment fund held with The Steinbach Community Foundation. With this partnership The Steinbach Community Foundation distributes the granting funds that The Chrysalis Fund has approved. The Chrysalis Fund requires grant recipients to follow some of the granting processes of The Steinbach Community Foundation for the distribution of the granting funds. If your project is approved, please advise The Chrysalis Fund Board if this process refrains your organization from following through with the project.

As per The Steinbach Community Foundation Granting Process Information – 2023 found on their website:

- If your project is selected, you are required to sign the Grant Agreement provided by SCF staff. You are required to return one signed copy to the SCF as soon as possible by mail or email. (You may submit receipts at that point if you have collected them all). You may email the agreement to [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca) or mail to Unit 1 – 385 Loewen Blvd., Steinbach, MB R5G 0B3.
- Once you have “all” receipts, please submit them all at one time and one cheque is written for the full grant amount as per proof of receipts. Your receipts must add up to at least the amount of the grant to collect the full amount. If your receipts add up to more, you will only receive the amount of the grant. You may email receipts to [admin@steinbachcf.ca](mailto:admin@steinbachcf.ca) or mail to Unit 1 – 385 Loewen Blvd., Steinbach, MB R5G 0B3. Please feel free to contact the SCF office if you have any questions regarding this step in the granting process.
- All grant agreements state payout must be made by the SCF within one year. If that is not possible, please provide a letter or email to SCF asking the SCF Board for an extension of one year. Sometimes it is not possible to complete a project within the allotted time frame for various reasons, however, the SCF Board should be advised of same. If the SCF Board does not receive a letter to extend, the grant will be rescinded as per the date on said agreement.

### GRANT ACKNOWLEDGMENT:

Please note that the grant application does ask how the organization will acknowledge a grant from The Chrysalis Fund. Here are some suggestions how you can recognize your grant in one or more ways:

You can recognize your grant in one or more of the following ways:

- In your organization’s print or electronic newsletter.
- A media release about the grant you’ve received or your project.
- In your organization’s promotional materials. i.e. - posters, brochures, programs, etc.
- If you recognize project sponsors or funders in prepurchase advertising, please ensure to include The Chrysalis Fund as well.
- On social media by tagging us (@ChrysalisFund) on Facebook, Twitter, or Instagram and by using one of our hashtags (#Women’sCircleofGiving).
- Linking to our website (<https://chrysalisfund.ca>)
- Organize a Chrysalis Board Member to speak at a ceremony, media event, or public celebration.
- Provide you with a digital copy of The Chrysalis Fund logo for use in your marketing materials.

**If you have any questions, please feel free to email The Chrysalis Fund at:**  
[office@chrysalisfund.ca](mailto:office@chrysalisfund.ca)