

PROCEDURES FOR GRANT REIVEW

Inquiry Stage

1. Organizations may contact the Foundation through its website, by post, e-mail or telephone. The Executive Director will make the initial decision whether the organization's request fits within the current areas of interest of the Foundation. The service sectors and the funds dedicated to each sector are reviewed periodically by the Board of Trustees.
2. Applicants matching the focus of the Foundation need to fill out a Preliminary Application Form and return it by post.
3. After an initial review by the Executive Director and in consultation with Committee members and/or Trustees, selected organizations will be invited to submit by post a Program Funding Application Form / Capital Project Funding Application Form. (In some circumstances the 'Preliminary Application Form' procedure is waived, and applicants can directly submit a Program Funding Application Form / Capital Project Funding Application Form.)

Review of Applications

4. Applications should be submitted according to the deadline given by the Foundation.
5. In the process of assessment, information gathered from the Program Funding Application Form / Capital Project Funding Application Form may be supplemented with a telephone or personal interview and/or a site visit to the organization.
6. It is anticipated that generally 2 to 3 months are necessary to complete the review of an application.
7. After finalization of the Application Form and all the required attachments have been in order, applicants will have to provide a soft copy of the Form and some of the attachments.

Board of Trustees Approval

8. The Executive Director will submit written recommendations for approval by the Board of Trustees. His/her review of each application will consider the relevant criteria or standards adopted by the Board of Trustees.
9. Upon completion of the review either a letter of rejection or approval will be sent to the organization.

Funding Agreement

10. The Funding Agreement is sent out with the letter of approval and the signed Agreement must be received by the Foundation before funds are released.

Appeals

11. The decision of the Board of Trustees is final regarding all applications / recommendations for financial support.

Time of Year for Review

12. The Board of Trustees will consider requests for funding at its periodic meetings which are usually held quarterly.