



Altona Community Foundation

For today's needs and tomorrow's dreams.

Box 2076 Altona, MB R0G 0B0 • altonacommunityfoundation.com

Guidelines to Qualify for a Grant

Please review the following guidelines before approving a grant application to the Altona Community Foundation:

- Only charities registered with CCRA are eligible for grants from the Altona Community Foundation. Your charitable registration number is a nine-digit number followed by RR0001. If a second party organization is providing access to a charitable number, a letter documenting permission for this usage must be provided by the applicant. This letter must accompany the application form. There must be an affiliation between the registrant and the applicant if a second party charitable number is utilized.
- The applicant must carry out its activities in the Altona Community Foundation geographic granting area. This area is to include the Town of Altona, Town of Gretna, Village of Rosenfeld, and the area around Altona generally consisting of the Municipality of Rhineland (excluding the Town of Plum Coulee).
- The applicant must make services and access available without discrimination because of race, color, religion, sex, age, marital status or handicap.
- Applications will be considered for capital projects, programming expenses or human resource development.
- Definition of capital project (business dictionary):
 - Long-term investment project requiring relatively large sums to acquire, develop improve, and/or maintain a capital asset (such as land, buildings, dike, roads).
 - Capital project is defined to include acquisition of capital assets or improvements and additions to these, construction and initial equipment, reconstruction, significant demolition, major alteration of any capital asset and major maintenance projects.
 - A capital project does not include: preventative maintenance consisting of normal upkeep or repairs to keep capital assets and their attached fixtures in their present condition or state of usefulness, to prevent their deterioration.
 - Major maintenance means the maintenance or repair of capital assets that are not needed on an annual or biennial basis or are not the function of the permanent maintenance staff of the agency.
- Definition of programming expenses:
 - Programming expenses directly relate to the mission-based activities and services the organization provides, while operating expenses cover the administrative, fundraising, and other support costs needed to run the organization. Operating expenses, often referred to as "overhead", include things like salaries, rent and fundraising efforts.
 - Programming expenses are those costs that directly contribute to the organization's mission. Examples - diapers, food, craft supplies to facilitate programming.
- The availability of other sources of funding/granting/fundraising must be in place. The Altona Community Foundation will not fund 100% of any project.
- The Altona Community Foundation may choose to initiate a response to a need in the community by seeking out leaders.

- Preference is given to projects which:
 - Benefit the whole community.
 - Encourage more efficient use of community resources.
 - Demonstrate new approaches and techniques in the solution of community problems.
 - Address the underlying causes of problems in our society.
 - Promote efficient and coordinated use of community resources, both human and financial.
 - Promote volunteer participation.

- Grants are not made to or for:
 - Individuals.
 - Annual fund drives.
 - Pay down mortgages or reduce deficits.
 - Support operating expenses.
 - Projects already completed.
 - Political activities.
 - Direct religious' activities of religious groups or organizations; except when community access is available, and will significantly benefit the community at large.

- When projects that have been approved for a grant come in under the total project cost indicated on your grant application, the Altona Community Foundation will reduce the grant by the per cent that the project was reduced.

- Volunteer labour is to be excluded from total project costs.

- Proof of expenditures must be actual receipts or invoices.

- If the scope of the project listed on the grant application has changed after the grant has been awarded, the board must be notified. Approval for the changes is at the discretion of the board and may result in the grant being declared void. Upon notification of change, the board will determine if the grant will be honored or denied. If denied, applicants will be encouraged to re-apply during the next granting cycle.

Revised February 2026 planning meeting.