



COMMUNITY
PROSPERITY
FUND

APPLICANT GUIDE

May 2024





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ABOUT

The Community Prosperity Fund

The Community Prosperity Fund is a \$25 million investment from the Government of British Columbia (B.C.) that advances poverty reduction and social inclusion—[announced on the inaugural B.C. Nonprofit Day](#). This fund is part of the Government of B.C.'s commitment to supporting the non-profit sector and empowering local communities to make local decisions. The Community Prosperity Fund will provide funding for the ongoing work of organizations across B.C. with funding decisions made by local community foundations.



Some community foundations **are directly distributing funds through their existing funding mechanisms**. Explore the [Community Prosperity Fund map](#) to **find out if your community foundation is participating in the open call** or distributing funds through other opportunities. See [page 14](#) for support on navigating the map.





ABOUT

What Makes This Fund Different?

The Community Prosperity Fund was designed differently to reflect the needs and priorities of the non-profit sector and communities.

1

Funding can support operational expenses or project delivery

- **Fund operational expenses** that contribute to your organization's long-term resiliency (e.g., investment in digital infrastructure, support for staff training, developing organizational strategies and policies, salaries, rent, and other organizational costs) or;
- **Project delivery** funding that addresses community needs.

2

It's a local approach

Every community is unique, and so are their needs. You know this, and review committees do, too. The over 50 community foundations participating in this fund will ensure that there is local decision-making with local review committees making decisions. This means your application will be reviewed at a local level.

3

It takes the long view

The Community Prosperity Fund gives you the space to complete your best work. You have up to three years for your activities, giving you space to implement the funding over time and in a way that works best for your organization. What if you only need one year? That's also great. You know best what you need.



This Applicant Guide explains the timeline, eligibility criteria and how to apply. We encourage you to read through it to see if the Community Prosperity Fund is right for your organization. Thank you for your ongoing work contributing to your community and creating a prosperous future for British Columbia.



KEY DATES

Timeline



Applications Open



May 24, 2024 9:00 AM PT

Applications Close



June 24, 2024 5:00 PM PT

Applications Reviewed



June 24, 2024 to July 22, 2024

Applicant Notified By



August 30, 2024

Activities Must End



June 30, 2027

This timeline is applicable to applicants whose community foundation is participating in the open call. Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities





ELIGIBILITY

Eligible Organizations



Eligible organizations meet the following criteria:

- ✓ You support communities in British Columbia;
- ✓ You are a charity, a non-profit organization, or an Indigenous-serving organization. See [page 15](#) for definitions, and;
- ✓ You have not received funding from the [Lighthouse Organizations Fund](#) or [Recovery & Resilience Fund](#) or [Level BIPOC Grants](#).



Are you a non-qualified donee?

While a small number of community foundations can fund non-qualified donees directly, **most non-qualified donees will need to work in partnership with a [collaborating organization](#) to apply.** See [page 12](#) for further information.





ELIGIBILITY

Ineligible Organizations



- ✗ For-profit organizations;
- ✗ Unincorporated nonprofits;
- ✗ Recipients of the [Lighthouse Organizations Fund](#), [Recovery and Resilience Fund](#) or [LEVEL BIPOC Grants](#);
- ✗ Business non-profit institutions, including business associations, chambers of commerce and condominium associations;
- ✗ Organizations that provide provincial services, including hospitals, medical centers, schools (both public and private), universities, colleges and regional health authorities, and;
- ✗ Local governments and [regional districts](#), and organizations that are financially managed by them.



How do I know if my organization, like a library, is eligible?

If your organization has its **own accounting and finances separate from the municipality and you meet the other [eligibility criteria](#), you are eligible.** But if you do not have separate accounting and finances, you are not.



ELIGIBILITY

Eligible Activities



Eligible organizations can apply to the Community Prosperity Fund for operational expenses or project delivery. You get to decide what would benefit your organization most so that you can advance your activities and the incredible work that benefits your community.

We've included some project examples below, but please know that the list is not exhaustive and by no means captures the breadth of ways you advance poverty reduction and social inclusion in local communities. If your organization meets the eligibility criteria, we encourage you to apply!

Activity Examples

- A non-profit organization that focuses on local food security is applying to expand its food redistribution program;
- A charity that supports youth with financial literacy is applying to improve its online platform and provide additional webinars on financial literacy;
- An Indigenous-serving organization is applying so that they can support language revitalization programs;
- A family centre is applying because they want to create a new branch of services focused on supporting LGBTQ2SIA+ youth;
- A charity that focuses on jobs for new immigrants is applying so they can continue to pay their rent and operate out of the same building;
- A non-profit organization that provides mental health and addiction services is applying to create a branch-out program for new mothers experiencing addiction;
- An Indigenous-serving organization that provides justice support to rural communities is applying to cover transportation costs, and;
- An Indigenous-serving organization is applying to develop a coalition on food security in their region.

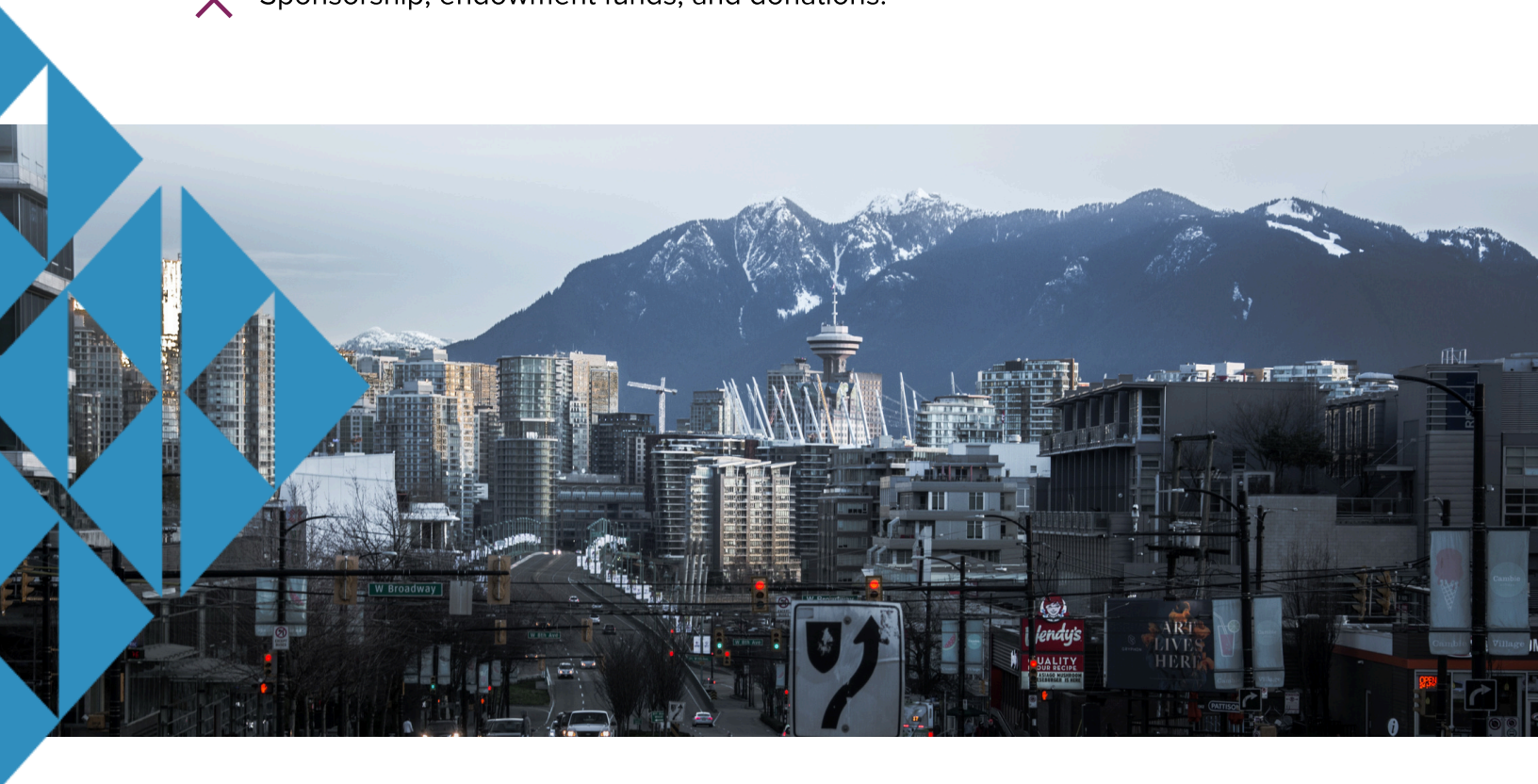


ELIGIBILITY

Ineligible Activities



- ✗ Activities that take place outside of British Columbia, Canada;
- ✗ Major capital activities, including building infrastructure, purchasing land or buildings;
- ✗ Partisan, political or election-related activities;
- ✗ Activities that generate a profit, including direct fundraising activities or events;
- ✗ Activities that benefit only private interests;
- ✗ Activities that undermine, restrict or infringe on human rights legally protected in Canada;
- ✗ Sub-granting activities and;
- ✗ Sponsorship, endowment funds, and donations.





ELIGIBILITY

Eligible Expenses



- ✓ Expenses can begin June 30, 2024, and can continue for up to three years as long as all activities are completed by June 30, 2027;
- ✓ Staff salaries and employment-related costs;
- ✓ Contractors and fees for professional services;
- ✓ Materials and supplies;
- ✓ Equipment;
- ✓ Travel expenses;
- ✓ Training and events;
- ✓ Rent;
- ✓ Gift cards;
- ✓ Honorariums;
- ✓ Transit passes and;
- ✓ Administration.





ELIGIBILITY

Ineligible Expenses



- ✗ Expenses incurred before June 30, 2024;
- ✗ Expenses incurred after June 30, 2027;
- ✗ Expenses that have already been paid for by another funding source (Organizations may receive funding from other sources, but those funds may not cover the same expenses);
- ✗ Purchasing land or buildings, real estate fees and related costs;
- ✗ Setting aside funds for losses or potential future liabilities and contingencies;
- ✗ Legal penalties, including fines and other punitive measures;
- ✗ Taxes for which an organization is eligible for a tax rebate;
- ✗ Individual membership fees for private clubs (e.g., golf clubs, gyms);
- ✗ Costs associated with profit-making activities, including fundraising activities;
- ✗ The financing of deficits;
- ✗ The purchase or sale of alcohol or cannabis, financing related licenses or permits, or capital renovations or repairs to facilities or spaces used to sell alcohol or cannabis;
- ✗ Political activities supporting or opposing any political party, elected representative, or candidate for public office;
- ✗ Activities which are religious or include a requirement to participate in any dimensions of faith or that only benefit your members (for example, a church running a community-based kitchen can apply for supplies and staffing costs are eligible but not primarily religious activities);
- ✗ Capital renovations or repairs of premises used exclusively for religious observance or practice, and;
- ✗ Activities, projects or services carried out or provided outside of Canada.



ADDITIONAL INFORMATION

Budget

In your application, you will be asked to complete a simple budget outlining expenses you expect to incur for the duration of your activities. Expenses can begin **June 30, 2024**, and can continue for up to three years as long as all activities are completed by **June 30, 2027**.



Recipient Check-Ins

Organizations approved for funding will sign a funding agreement outlining their responsibilities for participating in the Community Prosperity Fund, including check-ins. Check-ins are a chance for approved organizations to share how activities are progressing and reflect on the impact of the funding. Over the grant period, there will be a few short check-ins, which are a space to summarize your activities and how the funding is being used.



YOUR APPLICATION

How to Apply

Organizations may submit **one application** for funding. Applications are accepted through an online application portal, which you can find [here](#). The [application portal](#) **opens on May 24, 2024** and will not be available before then. If you'd like to prepare before the portal opens, you can find a PDF version of the application [here](#). **Please note that this PDF supports your preparation, but all applications must be submitted through the online portal.**

Some community foundations are directly distributing funds through their existing funding mechanisms. Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities. If your community foundation is distributing funds through other opportunities, please contact your local community foundation to find out about other opportunities.

APPLICATION PORTAL ➔

Opening May 24, 2024

PDF APPLICATION ➔

Read-only

**COMMUNITY
FOUNDATIONS MAP** ➔



Quick Links

Click buttons on the left to access key documents!



Are you a non-qualified donee?

See the [next page](#) before submitting your application!

YOUR APPLICATION

Are You a Non-Qualified Donee?

Your application process will be slightly different depending on whether you are a qualified donee or a non-qualified donee. Qualified donees can apply directly to the Community Prosperity Fund, while most non-qualified donees will need to work in partnership with a [collaborating organization](#) to apply. Here are the qualified donees and non-qualified donees who are eligible to apply to the Community Prosperity Fund.

Qualified Donees	Non-qualified Donees
Charities registered with the CRA , including Indigenous-serving organizations registered with the CRA .	Incorporated non-profits registered with the Government of B.C. or federally incorporated Indigenous-serving organizations listed by the British Columbia Assembly of First Nations or the Government of B.C.

SELECTION PROCESS

Reviewer Rubric

All applications from eligible organizations will be reviewed by a local committee established by their local community foundation. All applicants will receive notification of the outcome of their applications by August 30, 2024. Review committees will use a common Reviewer Rubric to make funding decisions. **The Reviewer Rubric is on [page 13](#).**





REVIEWER RUBRIC

Questions reviewers will use
to guide funding decisions

Questions you'll answer on the application

MISSION & LEADERSHIP ALIGNMENT: *Who are you as an organization?*

To what extent does the mission of the organization align with the request?

Describe your organization's mission and purpose and how they support the purpose of the Community Prosperity Fund.

To what extent is the organization connected to the communities it serves, including through 'nothing about us without us'?

Describe how your organization actively brings an equity lens to its work using the 'nothing about us without us' principle.

COMMUNITY NEEDS: *How are you supporting your community?*

To what extent does the organizational activity meet community needs?

What are your community's primary need(s)?

Explain how this funding will support the needs of your community.

To what extent will the request benefit one or more equity-deserving groups?

What is the primary population that would be served by this funding?

What other populations would this funding serve?

ORGANIZATIONAL NEEDS: *How will this funding support your work?*

To what extent will the funding support your organizational needs?

Describe the purpose of your funding request.

To what extent will the funding support the organization's long-term operations or mission?

If you are applying for operational expenses, what are your organization's primary need(s) to support long-term operations? How will this funding support these organizational need(s)?

If you are applying for project delivery funding, how will this funding support your organization's mission long-term?

FEASIBILITY & VIABILITY: *Is your funding request realistic?*

To what extent is the timeline of activities appropriate?

Select the number of years your activities will take place.

Please describe the activities and the month and year in which they will take place. For example: "December 2024 to March 2025: Carry out six staff training sessions."

To what extent does the budget support the planned activities?

Budget table.



ADDITIONAL SUPPORT

Any more questions?



Not sure if your local community foundation is participating in the open call?

Explore the [Community Prosperity Fund map](#) to find out if your community foundation is participating in the open call or distributing funds through other opportunities.

Unsure of what type of organization you are?

Here are some databases that may help you search your organization and confirm your organization type:

- For registered charities:
 - [CRA database of qualified donees](#)
- For incorporated nonprofit organizations:
 - [OrgBook BC](#)
 - [Federal Database of Corporation](#)
- For Indigenous-serving organizations that are qualified donees:
 - [British Columbia Assembly of First Nations](#)
 - [Government of B.C. List of First Nations](#)
- For Indigenous-serving organizations that are non-qualified donees:
 - [List of municipal or public bodies performing a function of government in Canada registered as qualified donees](#)

Not sure how to search using the [Community Prosperity Fund Map](#)?

On the bottom left corner of the [map](#), you will find a search bar, here you can insert your organization's postal code, address, or town/city to determine your local community foundation. To see details about your community foundation covering your area, simply click on the area and a box with details will appear.

Have an accessibility requirement?

If you have any accessibility requirements for accessing and completing the application, please [contact your local community foundation](#).

Other questions?

We are here to help. We encourage you to [contact your local community foundation](#) if you have additional questions that are not addressed in this guide. If you are unsure who your local community foundation is, please see [this map](#) for location and contact information.





KEY TERMS

Definitions



COLLABORATING ORGANIZATION: A collaborating organization is a qualified donee who works in partnership with a non-qualified donee and agrees to take on an application and its activities as its own and engages a non-qualified donee as an intermediary to carry out the activities. The agreement should be made between organizations with a mutual alignment of values and missions. If an application with an agreement is successful, payment will be made to the collaborating organization, which will be responsible for disbursing funds to the non-qualified donee.

INDIGENOUS-SERVING ORGANIZATIONS: Indigenous-serving organizations include qualified donees, non-qualified donees, charities and non-profit organizations serving Indigenous peoples.

NON-PROFIT ORGANIZATIONS: In B.C., not-for-profit/non-profit organizations are known as societies. Societies are independent, democratic organizations that are required to comply with the Societies Act and their own constitution and bylaws. Societies do not earn any profits for its members. All money is donated to the organization's cause or goal.

NOTHING ABOUT US WITHOUT US: This principle recognizes that individuals with lived experience know what is best for themselves and their community and that their participation is integral to success. When the principle is used, the organization's work is guided by the needs and aspirations of the people being served. Those people served are provided meaningful opportunities for participation in activity planning, leadership, evaluation, and promotion.

OPERATIONAL EXPENSES: Operational expenses cover operating costs that organizations require to function, such as rent, insurance, staff salaries, technology, etc.

QUALIFIED DONEE: Qualified donees are all organizations that are listed in the CRA's database of qualified donees and this includes registered charities. A qualified donee can issue official donation receipts for gifts it receives from individuals and corporations.

ARTIST STATEMENT

Behind the Visual Identity

About The Artist

Originally from Seabird Island, B.C., Ovi Mailhot is a self-taught artist with roots in the Nlaka'pamux and Sto:lo Nation. He's built a burgeoning design career, creating logos and other artwork inspired by the traditions of his people for Indigenous and non-Indigenous businesses.

Ovi
Mailhot



"I always wanted to represent where I'm from in my culture and my community," says Ovi. "Learning more about the ancestral elements of Coast Salish art history helps me find ways to show who I am and where I'm from. Art feels vital to me. And being able to share that passion I have is important to me. This tradition of work, and this beauty, is so necessary for our culture and healing."

Community Prosperity Fund: Logo



"Smímeyáth / Butterfly: To me, the butterfly has always felt like a symbol of change and growth. I love designing butterflies. It often felt like an expression of my own personal growth as an artist. I thought of my mother in this design as well. Thinking of when she worked as a counselor for Crabtree Corner on Hastings. She always worked towards positive change and wanted to help our people the best way she could. I know she would be proud of this design and what it represents. And in this design I can also make this connection with the Community Prosperity Fund, striving towards change and prosperity."

We are immensely grateful for the vision, creativity and collaboration of Ovi Mailhot in creating the visual identity of the Community Prosperity Fund. See more of his work by visiting his website and social media.



sallishsondesign.com



[@ovila79](https://www.instagram.com/ovila79)



COMMUNITY
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*Funded by the Government of
British Columbia through the
Community Prosperity Fund.*

