COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

Henry S. Varley Fund for Rural Life
APPLICATION GUIDELINES

Background
Established through a bequest from Bill Long and named for his uncle the objective of the Henry S. Varley Fund for Rural Life is to enhance and sustain a high quality of life in the rural communities of southwestern Alberta.

Charities that are seeking funding for activities within the City of Lethbridge, as the urban centre of this region, are not eligible for funding from the Rural Life Fund.

The Community Foundation's Rural Life Grants Committee, comprised of Community Foundation directors and volunteers from across rural Southwestern Alberta, reviews and considers each application before making funding recommendations to the Board of Directors for final approval.

The Rural Life Grants committee considers the following key criteria when reviewing grant applications:

- Support for local organizations;
- Projects that support equity in the community;
- Projects that are responsive to emerging, versus ongoing needs;
- The breadth and/or depth of a project's community impact; and
- Community support and/or collaboration of or on a project

Grant Application Deadlines
Applications to the Henry S. Varley Fund for Rural Life twice a year:

- March 15 at 4:00 p.m.
- October 15 at 4:00 p.m.

If deadlines fall on a weekend, applications are due on the following Monday.

Please note that all applicants are notified, regardless of whether or not they receive funding. Funding is awarded approximately two months after the deadline date.

Applying to the Henry S. Varley Fund for Rural Life
Before spending your valuable time completing a grant application please read the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

Step 1: Is your organization eligible for funding?
Are you located within our region? Our region stretches from the U.S. border north to Arrowwood, and from the B.C. border west to Grassy Lake. You must be located within this region, or carry out programming within this region to be eligible for funding.

Are you a registered charity with **Canada Revenue Agency**?

- The Community Foundation can only grant to **federally registered charities or qualified donees** with a business number (BN). You can check your organization's charitable status by visiting the Canada Revenue Agency Website. Please note that this number is different from an Alberta Societies Number. The Community Foundation cannot fund societies unless they are also federally registered.

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Are you applying in partnership?
If you do not have a CRA BN, you may still apply for funding through a partnership with another registered charity, municipality or school district. If you would like more information on charity/non- charity partnerships, please call the office at 403-328-5297.

Step 2: Does Your Project Display the Following Strengths?
We encourage applications that prioritize support for local organizations; address equity, diversity, and inclusion; respond to emerging needs in the community; and demonstrate support from the community.

The Henry S. Varley Fund for Rural Life is interested in supporting projects that demonstrate at least one of the following categories:

- **Innovation** – Project initiatives proposed by one or more qualified donees that encourage innovation through new approaches, new models, and new ways of making change for individuals in our communities.
- **Community Collaboration** –Project initiatives that encourage collaboration and community support in response to local issues.
- **Education and training initiatives -** Education and training initiatives that will develop and enhance the skills to strengthen organizations that support the rural community.
- **Information and research initiatives –** Projects that arise as the result of research and information initiatives that impact the rural community and quality of life of its citizens.

Step 3: Is Your Project Eligible?
NOT ELIGIBLE – Please be aware that the Rural Life Grants Program does **NOT** fund:

- Proposals that focus mainly on capital expenses such as new construction, renovations, large equipment items, playgrounds, parks, and vehicles
- Retroactive expenses incurred prior to the final grants decision date;
- Deficit reduction and endowment building;
- Activities that serve primarily the membership or purposes of religious or political organizations; and
- Projects that do not benefit residents of rural Southwestern Alberta.

The Henry S. Varley Fund for Rural Life is coordinated with the Community Foundation's Community Priorities Grants Program. Therefore, proposals that focus mainly on capital expenses, such as new construction, renovations, large equipment items, playgrounds, parks, and vehicles are NOT eligible for funding from the Henry S. Varley Fund for Rural Life. Applications of this nature should be directed to the Community Priorities Grant Program for consideration.

Step 4: Completing Your Grant Application
Grant applications can be accessed through the online grant management system. The application process has two parts:

1. Complete a brief summary of your project for the Letter of Intent (LOI)/ Project Proposal. Our Grants Coordinator will contact you to discuss the project.
2. Once the project's eligibility has been approved and the project proposal is ready for submission, you will be invited to complete the full application. The following documents are required to be completed prior to the March 15 or October 15 deadline.

- Application Form
- Audited Financial Statements
- Operating Budget
- List of Board and key staff members
- Intermediary Agreement (if applying in partnership)
- Project Quote

In order for your application to be eligible, you must submit any outstanding final reports for previous Community Foundation grants prior to the grant deadline.

Contact Us

Your application has the best chance of receiving funding if it is clear and accurate. Grant applicants are encouraged to contact the Community Foundation with questions at any point during the application process—we are here to help!

Contact:

Caitlin Gajdostik, Grants Coordinator
Phone: 403-328-5297 **Email:** grants@cflsa.ca