

ActionS for a better childhood life quality

Procedure for granting support to eligible organizations

Approved by the Board of Directors
On August 13th, 2009

Last revision: March 13th, 2012

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PREAMBLE

ActionS for a better childhood life quality (**ActionS**) will grant support to local community organizations for specific projects or activities that aim to improve the quality of life for children under 18 living in poverty, in the greater Montreal region.

This support can be either material or financial.

ActionS' funding sources originate from its various fundraising activities.

DEFINITIONS AND ABBREVIATIONS

- Local community organization = any nonprofit organization that works to improve the quality of life for children under 18 living in poverty in the greater Montreal region.
- Eligible organization = any local community organization that meets the criteria set by **ActionS'** Board of Directors, as detailed in point B below.
- Child or children = any person under 18, living in poverty in the greater Montreal region.
- In poverty = this term indicates and means children under 18 living in poverty according to the Act that aims to fight poverty and social exclusion. The Act was unanimously adopted by the Quebec National Assembly in December 2002. The following definition of poverty is described:
"The term "poverty" means the condition of a human being who is deprived of resources, means, choices and power necessary to acquire and maintain his economic independence and to facilitate his integration and participation in the Quebec society" (Translation from L.R.Q., chapter L-7 2002 c.61, a.2)
- Support granted = any material or financial support that **ActionS'** Board of Directors approves to grant to a predefined Project (see definition below), submitted by an eligible organization.
- Project = project or activity seeking funding submitted to **ActionS** by a local community organization, that will take place in the year that follows the year of submitting the request for a grant.
- BOD = **ActionS'** Board of Directors or the members of the Board of Directors.
- OSC = **ActionS'** Organizations' Support Committee.
- Fundraising activity = any activity undertaken by **ActionS** that aims to raise funds to finance Projects of Eligible organizations.
- Beneficiary = eligible organization whose Project is retained by **ActionS**.
- Intermediary = a third party approached by a Beneficiary, to supply materials or services to the Project.
- Accord de soutien = a funding contract to be signed on the date of reception of the support by Beneficiary from "**ActionS**", binding both parties.

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THE PROCEDURE FOR GRANTING SUPPORT

A. Defining the yearly amount to be granted to Projects

The amount that will be granted annually to support Projects will be calculated as follows:

Amount to be granted = net annual income less the amount of the contingency fund less the amount of the operating fund

Net annual income = Income from Fundraising activities less expenditures.

Contingency fund = 10% of the net annual income.

Operating fund = a variable amount that covers the organization expenses for the first three months of the fiscal year.

NB: The number of Projects to be annually supported varies depending on the available resources and the number of projects retained. Ideally, 9 to 12 projects could be supported.

B. Identification of eligible organizations

In order for an organization to be eligible, it must meet the following basic criteria:

- B.1.** Have an ongoing legal status;
- B.2.** Work to improve the quality of life for children under 18 living in poverty;
- B.3.** Serve the population of the greater Montreal region;
- B.4.** Be managed in a democratic way;
- B.5.** Able to submit financial statements prepared by an independent accountant or auditor recognized by law.

C. Launching the yearly support campaign and documents required

ActionS launches, in March of each year, its annual support campaign through announcements in newspapers and by direct e-mail to organizations already identified, advising the organizations interested in receiving support, to provide **ActionS**, with the following documents via e-mail ONLY at the following address: actions@actions2009.org not later than mid-may:

- C.1.** BRIEF introductory letter on the organization's letterhead;
- C.2.** Copy of the up-to-date letters patent;
- C.3.** The organizational chart, including the name and position of the Board members as well as their key employees,
- C.4.** Copy of the Board resolution, authorizing to submit a request of support to **ActionS**
- C.5.** Copy of the latest financial statements prepared by an independent accountant or an auditor recognized by law,
- C.6.** Detailed information on a Project that will take place in the following year and for which the organization seeks material or financial funding. The Project must address one or more of the following priorities set by **ActionS**:
 - C.6.1. Educational assistance**
 - C.6.2. Food safety** (healthy nutrition)
 - C.6.3. Health, well-being & prevention**
 - C.6.4. Sports & leisure** (cultural, art or scientific)
- C.7.** Detailed budget for the Project with detailed expenditures;
- C.8.** The summary table duly filled (an example is in Appendix A), available on www.actions2009.org under "Support to organizations - Support campaigns"

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D. Assessment of applications received

The assessment of the applications received is carried out in the below-described steps:

D.1. Verify that the organization is eligible to eventually receive support from **ActionS**. (Refer to point B above),

D.2. Make sure that all required documents in point C above are included,

D.3. Evaluate the submitted Project based on following criteria:

D.3.1. The nature of the Project addresses at least one of the priorities mentioned in point C.6. above,

D.3.2. The efficiency of the Project in helping children out of their poverty and helping them to believe in themselves,

D.3.3. Eligible organizations that have not previously received support from **ActionS**.

D.3.4. A Project already supported by **ActionS**, that requires more than one year to be completed, if it can prove its effectiveness in improving the quality of life of its beneficiaries;

D.3.5. A Project submitted by an organization that has previously received support from **ActionS**, if the organization fulfilled all its obligations vis-à-vis **ActionS**;

D.3.6. The Project that will benefit the largest number of children;

If any clarification is required, **ActionS** may contact the concerned organization.

E. Support granting and follow-up

The amount that will be granted to a Project, may not be the amount required by the Beneficiary. It will vary depending on: the available resources, the number of projects retained as well as the pertinence of the Project based on point D.3.1 above. If the amount of the grant is less than the amount required, **ActionS** will verify with the Beneficiary if the Project can still reach its goals. If the Beneficiary confirms that the said amount will not be sufficient for the completion of the Project, **ActionS** will remit the amount to other Projects of other organizations.

In case of material support to be provided (products to be delivered), the Beneficiary will be contacted to determine the exact needs.

In case of financial support to be paid to an Intermediary, the Beneficiary will put **ActionS** in direct contact with the Intermediary.

The Beneficiary will sign the document “**Accord de soutien**” (Funding contract) that will bind both parties and, if applicable, the Intermediary will sign a commitment document vis-à-vis **ActionS**.

Among other clauses, the Funding Contract will stipulate that **ActionS** reserves the right to follow-up on the use of the support granted to the Beneficiary to ensure that it has been used for the purpose of the Project for which it was intended.

The Beneficiary that has used the support in part or in full for other purposes, may, by resolution of the BOD, no longer receive support from **ActionS**. The same applies in case an Intermediary uses the funds to provide other products or services than those agreed upon without getting a prior written approval from **ActionS**. The said supplier may not be contacted by **ActionS** for future requirements.

Eligible organizations whose projects have not been retained will be notified in writing as soon as possible.

The BOD may at its discretion and without prior notice, bring some changes to this Procedure.

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Appendix A

Example of the summary table for the funding support request

THIS DOCUMENT IS TO BE COMPLETED AND SUBMITTED
WITH THE OTHER REQUIRED DOCUMENTS.

It is available on www.actions2009.org
Under “Support to organizations – Support campaigns”

Organisation name		
Year of constitution		
Which area (districts) is covered by your services?		
Charity mission and/or objectives in brief		
Does the charity have a registration no. with Canada Revenue Agency? If YES provide no,		
Please list only your main activities (No details please)		
Your fiscal year end date?		
Your financial statements submitted are they verified (audited)? YES / NO		
Total Revenues		
Total Expenses		
Excess / Deficit		\$0
Total salaries including social benefits		
Total number of full time employees		
Total number of part time employees		
Total number of Board of Directors members		
Name of the Project submitted		
Specify the nature of the Project: (health, healthy nutrition, education or sports & leisure)		
Brief description of the Project, specifying how will-it improve the quality of life of disadvantaged children?		
Total number of beneficiaries aged under 18		
Age range of the beneficiaries under 18		
Are all beneficiaries coming from disadvantaged environment YES / NO		
If NO: specify the number of disadvantaged beneficiaries		
Type of support required from ActionS: YES / NO	Financial support	
	Supply of material	
	Both	
In case of material supply, are there any agreement between specific suppliers and the organization? If YES: please provide the name(s)		
Will the organization put ActionS in contact with said supplier(s)? YES / NO		
Total amount required for the Project		
Amount required from ActionS		
Utilization of the amount required from ActionS (details and amount for each item)	supply of material	
	salaries	
	activities subscriptions	
	others: specify	
Preferred date to receive support		
Starting date of the Project		
End date of the Project		
Name of the confirmed sponsors on the Project and amount received or to be received from each of them		
Name of potential sponsors for the Project and amount requested from each of them		
Please describe in 2-3 lines why ActionS should select your project?		