

CANADIAN FIRST WORLD WAR INTERNMENT RECOGNITION FUND

CFWWIRF Policy on Funding:

Purpose: The purpose of these policies is to establish and clarify the criteria for funding projects under the CFWWIRF Guidelines. These guidelines are referred to below.

1. Determining the Amount of Funding:

- A. The amount of funding is determined based on review and consideration of the proposal, and taking into account: the relevance of the proposal to the objectives of CFWWIRF, expected results, specific criteria, guidelines and funding available at the time of application.
- B. Applicants are encouraged to find co-funders for projects as funding is limited and it is usual for the board to recommend only partial funding. (referred to in Guidelines page 4)
- C. Detailed budget information must be included with the original application. The application will not be reviewed if there is no detailed budget attached. (referred to in Guidelines page 4)
- D. Contribution funds may only be used for expenses directly related to the activities of the approved project. The eligibility or ineligibility of projects is mandated in the funding agreement which the CFWWIRF has with the federal government. (see Guidelines)
- E. If projects are to be funded the applicant will receive a contribution agreement outlining the funding. The agreement will include an area for the applicant to sign indicating that the policies and conditions regarding funded projects are acceptable. This must be signed, witnessed, dated and returned to the CFWWIRF within 60 days of issue. Failure to meet this deadline may result in the withdrawal of funding.

2. Funding:

- A. After ascertaining that the request meets the criteria, support for approved projects may be provided. The CFWWIRF may pay out up to 85% of funds over the period of the project with payments being made when appropriate. The final 15% will be provided upon completion of the project when the applicant has provided CFWWIRF with the Final Project Report and financial statements.
- B. As per the CFWWIRF Agreement, upon completion of the project, a final written and financial report must be filed with the CFWWIRF.
- C. Failure to do so will result in no further funding from the CFWWIRF.

3. Review Process:

- A. All proposals will be reviewed by a quorum of members of the Endowment Council.
- B. In some cases the Endowment Council may seek an external evaluation of an application.
- C. The source of any advice given to the CFWWIRF will be kept confidential.

4. Funding Deadlines:

- A. Applications must be received within the posted time frame.

- B. All funded projects must begin within one year of application deadline. If there are circumstances that prevent them from beginning, during that one year, then the applicant must re-apply for funding in the next funding year.

5. Funding Decision:

- A. Applicants will be notified in writing of all funding decisions.
- B. Funding may be denied due to:
 - a) Lack of available funds;
 - b) The applicant does not meet the criteria as outlined in the Application form;
 - c) The budget is inappropriate or incomplete for the project outlined;
 - d) The applicant has other “unfinished projects”;
 - e) An evaluation of the project shows that it is not likely to succeed or to positively represent the goals and objectives of the CFWWIRF.
- C. All decisions on funding projects by the Endowment Council for the CFWWIRF are final subject to the Endowment Council seeking additional clarification or information funding may be denied due to. There is no appeal process and no further correspondence will be entertained or put before the Council.
- D. Reasons for denying funding will not be given beyond a) to e) as listed in point above. Correspondence protesting an Endowment Council decision shall not be considered.
- E. If an applicant’s proposal does not receiving funding he/she is encouraged to revise and update his/her application and re-apply in the next funding year.

6. Termination of Projects:

- A. In cases where financial assistance has been provided, and it is deemed by CFWWIRF that the objectives of the project will not be met based on a record of performance, project reports, and financial statements, a recommendation to terminate the project may be made.