

**Nepalese Canadian Society of Edmonton
(NECASE)**



**General Policy and
Guidelines for NECASE Charity
Grant**



April 2016

General Policy and Guidelines for NECASE Charity Grant

1.0 Background

Established in 1999, the Nepalese Canadian Society of Edmonton (NECASE) is a not-for-profit organization operated and run by volunteer members. It was established with objectives of promoting and developing Nepalese culture, arts, music, tradition and heritage. The other objectives are aimed at promoting and supporting the personal development of children, youths and seniors. NECASE also aims to engage in charitable and community development activities.

NECASE has been supporting various charitable organizations under its objective #7 'to engage in charitable and community development initiatives'. Despite its limited resources and for not being a donor organization, the NECASE support has been focused on donating certain amount of fund to charitable organizations that deal with humanitarian and disaster relief activities. NECASE has also supported organizations working for societal development. NECASE envisions its engagement on charitable initiatives in two ways: (1) by supporting community participation based charitable initiatives, and (2) by providing financial support to victims of disasters directly or through humanitarian and disaster relief organizations. In order to fulfill NECASE objectives, a systematic and transparent process is deemed necessary to facilitate the NECASE Board to make appropriate decisions in timely manner on the evaluation of application/nomination for Charity Grant and subsequent award.

The objective of the Charity Grant policy is to provide guidelines and procedures for the evaluation of grant application/nomination and disbursement decision. This document will enable NECASE a systematic, transparent and logical process that is in compliance with existing financial and auditing rules in order to reach to the final decision.

2. Grant Evaluation Coordination

2.1 Amendment to NECASE's 'The General Policy and Guidelines 2013'

This Charity Grant Policy supersedes 'the general grant disbursement policies' described in Section 12.1, 'grant policy' described in section 12.2, and 'Grant Evaluation Committee' described in section 14.1 of NECASE General Policy and Guidelines 2013.

2.2 Grant Evaluation Committee and Its Functions

NECASE Board must be able to make appropriate decisions on the Charity Grant following the procedures provided in this policy. NECASE Board may form a three-member Grant Evaluation Committee (GEC), only if deemed necessary, to assist in the evaluation of application/nomination and make final recommendations to the NECASE Board. The members of GEC are nominated from a wide cross section of past Board members with one past President or a past Vice President as the Chair of the Committee. The term of the Committee is for the duration defined by the NECASE Board, but will not be more than a year.

The function of GEC is to assist evaluate applications/nominations received for the Charity Grant, as requested by NECASE Board. The evaluation is based on the criteria described in section 5 of this policy document. The committee recommends selected applicant(s)/nomination to NECASE Board for final

decision. General policies and procedures guiding GEC in different grant categories are described in the Section 4 of this policy document.

3. Scope of Grants and Funding Source

3.1 Scope of Grants

Primary purpose of Charity Grant is to support NECASE for fulfilling its objectives and supporting charitable initiatives aimed at community development and wellbeing of the community members. Regular programs and activities of NECASE are not eligible for charity grant. Geographical coverage of the disbursement of grant is Edmonton and its surrounding areas and the coverage is guided by the source of funding as well as by the need to meet NECASE objectives. However, there may be some circumstances where NECASE Board may need to go beyond its community boundary and help victims of disasters and calamities who are in dire need.

NECASE considers the following recipients for the disbursement of grants: (1) charitable organizations/institutions, (2) community member(s) proposing community based charitable initiative, (3) humanitarian and disaster relief organizations/institutions, and (4) individuals seeking relief and intervention to prevent worsening of the emergency situation.

3.2 Sources of Funding

NECASE Board will strive to include grant(s) in its annual budget which has to be endorsed at the NECASE's Annual General Meeting (AGM). In order to ensure that there is sufficient oversight, grant disbursements are made only using the earnings from AGLC gaming proceeds under the purview of AGLC regulations. In situations where earnings from AGLC gaming proceeds cannot be used, NECASE may consider alternative options. A viable alternative is the crowdfunding. If crowdfunding is approved by NECASE board, fundraise activity will be done either by NECASE Board itself or the Board may ask GEC to lead the crowdfunding activity. Alternatively, the Board may choose to issue a letter of support for crowdfunding to the applicant or a volunteer of applicant's choice. A fixed amount will be targeted in crowdfunding. If amount raised during crowdfunding exceeds targeted amount, then the excess amount will be deposited in NECASE's general account for future Charity Grant disbursement.

3.3 Potential Areas of Charitable Initiatives and Charity Grant Disbursement

Availability of financial resource guides NECASE to how it could fulfil its charity engagement objectives. NECASE envisions fulfilling its objectives primarily by supporting Community Based Charitable (CBC) initiatives. In addition, NECASE will continue donating funds to victims of disasters and calamities, while still maintaining its status as community organization. NECASE puts CBC initiative as its top priority for its engagement among all other avenues, unless some sort of emergency arises. NECASE Board must decide whether 'emergency case' is warranted from prevailing situation.

A summary of potential areas for funding and maximum amount of grant disbursement is presented in Table 1 below.

Table 1. Potential areas of Charity Grant consideration and maximum disbursement amount

Type of Charity Grant	Recipient Category	Maximum Amount	Funding Source
1. Community Based Charitable (CBC) initiatives	Community member(s)	Up to \$1000	AGLC proceeds or Crowdfunding
2. Disaster Relief	Humanitarian and disaster relief organization	Up to \$1000	AGLC proceeds or Crowdfunding
3. Community Emergency	Community member	Up to \$1000	NECASE or Crowdfunding
4. Societal Development	Charitable organization	Up to \$1000	AGLC proceeds

4. Administration of NECASE Charity Grants

4.1 General Policy for Charity Grant

- a. NECASE will generally attempt to donate up to \$1000 to charitable initiatives annually. For the assessment of grant disbursement, NECASE Board will take into consideration of availability of budget, priority of projects in hand and demand of such fund and/or feasibility to organize crowdfunding initiatives.
- b. Disbursement of the Charity Grant will be based on the demand and availability of such funds, therefore disbursement may not be annual.
- c. Amount described in 4.1.a is the total amount for all categories of grants in consideration.
- d. NECASE Board proposes a fixed amount for the Charity Grant in its annual budget to society's Annual General Meeting (AGM) for endorsement. Only AGM endorsed amount is eligible for disbursement.
- e. When disaster strikes often and with high intensity then demand for the charity fund could escalate. NECASE Board may consider additional amount that exceeds the amount described in 4.1.a. In view of the urgency of such demand, NECASE Board may not have time to get AGM's approval for additional amount; therefore NECASE Board must get consent from general members at large through electronic media before grant disbursement. This consent from general members at large must be endorsed in the upcoming AGM.
- f. Application(s) for all categories of Charity Grant must be submitted to NECASE Board by a NECASE member.
- g. NECASE Board may consider disbursement of grant, without any application, to organizations that deal with rescue and relief to victims during the time of calamities or disasters.
- h. For grants acquired from AGLC gaming proceeds, the procedure must follow AGLC Gaming Policies 5.6 and 5.7. Accordingly, the applicant must provide document as required by AGLC Gaming Policies.
- i. The grant money must be used for intended purpose only.
- j. To avoid conflict of interest, fund cannot be disbursed to those organization(s) that have links with any member of NECASE Board.
- k. All NECASE bye-laws and policies of financial management apply while administering Charity Grants

4.2 Grant Administration

NECASE will apply the following processes to administer the Charity Grant(s). Application(s) must be submitted to NECASE Board. NECASE Board or its appointed GEC will assess the application received. The applicant may be invited for confidential interview, if deemed necessary, during assessment process. NECASE Board makes final decision on Charity Grant for disbursement based on application/nomination evaluation on a case by case basis. The final decision could be either to approve, refuse, or change the grant amount, if deemed necessary to do so. The Board will provide explanation to the applicant if it decides to refuse or change the amount requested. Evaluation criteria and scope for administering various types Charity Grants including geographical coverage are detailed in the following sub-sections.

4.2.1 Community Based Charitable (CBC) initiative

NECASE will support charitable initiatives proposed by its member(s) with top priority. The CBC initiatives are the projects proposed by NECASE member(s) that are executed by the strong participation of community members. NECASE will be the conduit to implement CBC initiatives. During the execution of CBC initiatives NECASE will provide fund as well as its resources. Since CBC initiative is implemented as a collaborative project, no grant will be awarded to an individual. However, reimbursement could be made for any expenses incurred during the execution of the charitable initiative.

4.2.2 Disaster Relief Grant

The disaster relief activities include the alleviation of the suffering and damage caused by disastrous calamities such as fire, floods, landslides, earthquakes, hurricanes, tsunami etc. NECASE may provide grant funding depending on the severity of the situation on a case by case basis. Submission of a formal application to NECASE Board is not necessary in this grant category, as NECASE Board must be able to assess disaster induced situation. The following organizations are eligible for the consideration of disaster relief grant. Globally reputed organization must be chosen for the disaster relief grant disbursement.

- 1) Organization that provide disaster rescue and relief
- 2) Organization that provide relief to human crisis

The source of funding for this category of grant is the AGLC gaming proceeds. Therefore the applicant must provide following documentation, in addition to the AGLC requirements, for the eligibility.

- Active registration supported by copy of annual return filing, and registered in Canada
- Document showing renewed registration of and tax clearance for past two years, if registered outside Canada

4.2.3 Emergency Grant

NECASE may provide an Emergency Grant to support its community members when emergency situation arises. The emergency situation is defined when sudden loss of life or loss of property due to calamities (e.g. fire or flood or hurricane) is observed. Terminal illness that is not covered by health insurance may qualify in this category. The severity and intensity of the situation will be considered in determining the range of the grant. For example, grant for sudden loss of life demands maximum of allowable range of the grant in comparison to loss of property. The following are eligibility criteria for Community Emergency Grant:

- Applicant must be a NECASE member in good standing.

- Applicant must have volunteered in at least two programs and activities organized by NECASE in each year of the past two years, in the case of non-member.
- Application must be supported by two NECASE members.
- Applicant must be a resident of Edmonton and surrounding area.
- Applicant must demonstrate financial need as a result of an emergency situation.

The source of funding in this category of grant is from NECASE and crowdfunding. Procedure of fundraise by crowdfunding is described in Section 3.2.

4.2.4 Societal Development Grant

NECASE may provide a grant to support societal upliftment and community development. Eligible activities or projects are related to promoting cultural, educational and social values in the Nepalese community. This is not a regular funding activity and is fully based on the need and impact of the grants perceived by the Board. This is a onetime funding and only following entities will be able to apply for NECASE's consideration. Any organization or a member who once received funding through NECASE in this category is not eligible to re-apply for funding. The following organizations are eligible for the consideration of disaster relief grant:

- 1) Social and humanitarian organization
- 2) Charitable organization
- 4) Community welfare society

The source of funding for this category of grant is AGLC gaming proceeds. Therefore AGLC requirements must be met. The following criteria determine eligibility for this grant:

- Active registration supported by copy of annual return filing, and registered in Canada.
- Clearly laid out objectives and rational of the fund request.
- Key indicators for success/expected results are included/identified in the request for funding.
- Has timeline to monitor the success of the program on an ongoing basis.

5.0 Evaluation Criteria for Grant Application/Nomination

NECASE Board or its appointed GEC will assess the proposal whether it meets the eligibility requirement set forth by NECASE including the following minimum requirements. The evaluation criteria described below may not be applicable for funding under Disaster Relief Grant (Section 4.2.2) and Emergency Grant (Section 4.2.3).

5.1 Minimum Requirements

An application must meet the following requirements to be considered for evaluation. If an application does not meet the criteria set forth below, it will not be further evaluated.

- Application made by NECASE member(s).
- Meets criteria set for all categories of grants described in Section 4.2.
- Demonstrates real need to be funded.

If a proposal meets the minimum requirements, NECASE Board or its appointed committee will evaluate the proposal using the following Evaluation Matrix. The total score an applicant can obtain is

100 and minimum score required for an application to be eligible for consideration is 75. Total score will be calculated averaging scores from all evaluators.

Evaluation Criteria	Score card	Score obtained
1. Meets the NECASE objective	0-----5-----10-----20 Poor Fair very Good Excellent	20
2. Meets the eligibility criteria under grant type/heading	5-----10-----20-----40 Poor Fair very Good Excellent	40
3. Demonstrates dire need of funding	5-----10-----20-----40 Poor Fair very Good Excellent	40
4. Total maximum		100
5. Minimum score to be qualified for funding		75

Note: Marks can be allocated at the step of 5 (eg 15 if considered between fair and very good or good and excellent)

6. Risk mitigation and awareness activities:

“Life is unpredictable. Unforeseen events can sometimes wreak havoc on the best laid plans.”

NECASE will support its member to develop risk mitigation strategies through various educational activities. This is an educational approach to reduce the risk impact severity of occurrence by educating on ‘will or testament’, ‘power of attorney’, ‘life insurance’ etc.

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Approved by NECASE Board on -----