

Fund Development



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Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY

There are areas of need within the community that are not currently funded and fall within the mission of CRCHC. Identification of new funding opportunities to meet identified service gaps is a strategic priority. All special event/fundraising activities must adhere to the Ethical Fund Raising and Financial Accountability Code developed by Imagine Canada (formerly the Canadian Centre for Philanthropy).

PROCEDURE

1. Service gaps and priorities are identified annually as part of the budget planning cycle.
2. The Director of Programs and Services is responsible for maintaining an inventory of existing grant/funding applications and researching new funding opportunities.
3. Grant applications/fund development activities are undertaken based on
 - Identified service need
 - Internal resources available to support the activity
 - Involvement of partnerships whenever possible

Grant applications are prepared by management and reviewed by the Executive Director prior to presentation to the Board. The Executive Director may sign applications/contracts under \$10K unless a Board signature is required by the funder.