

**ST. JOSEPH'S FOUNDATION OF THUNDER BAY  
63 CARRIE STREET, THUNDER BAY, ON P7A 4J2**

**POLICY/PROCEDURE**

<b>#13  GRANTS POLICY</b>	<b>DATE APPROVED:</b> March 2025
	<b>NEXT REVIEW DATE:</b> March 2027
	<b>APPROVAL:</b> Board of Directors

**INTRODUCTION**

The Grants Policy outlines the criteria under which St. Joseph's Foundation of Thunder Bay (SJFTB) will grant funds to St. Joseph's Care Group (SJCG) and the programs provided for Addictions and Mental Health, Senior Health, Rehabilitative and Complex Care and N'doo'owe Binesi.

The Grants Policy will fund:

- Capital equipment that improves the delivery of client care;
- Capital building projects that will enhance the client experience (not part a capital campaign);
- Technology to enhance the delivery of client care;
- Innovation that builds on the capacity for excellence beyond basic standards of care that are not provided within SJCG operating budget or from the province;
- Research that focuses on improving healthcare in NWO;
- Training and education to develop capacity for health care professionals and/or researchers;
- Emerging needs addressing health outcomes for programs in Thunder Bay and NWO offered by SJCG; and
- Pilot projects to help enhance funding opportunities.

The Grants Policy identifies that SJFTB does not raise funds for:

- Building maintenance;
- Operational support; and
- Administrative costs such as salaries.

## **PURPOSE OF THE GRANTS POLICY**

A grant is defined as a financial disbursement of charitable funds held by SJFTB and distributed to SJCG. The purpose of the Grants Policy is to identify the principles, criteria and processes that govern how SJFTB grants funds on an annual basis to SJCG in Thunder Bay Ontario.

## **OBJECTIVES OF THE GRANTS POLICY**

SJFTB will grant funds to SJCG to:

- Ensure alignment and collaboration between SJFTB and SJCG in accordance with the Memorandum of Understanding fostering a unified approach to philanthropy, resource allocation and the advancement of healthcare priorities identified in both organizations' strategic plans.
- Align with the both organizations' strategic priorities, donors' intentions and SJFTB fiduciary responsibilities.

## **PRINCIPLES OF THE GRANTS POLICY**

- Reasonable assistance is provided by SJFTB and SJCG to applicants through the process.
- Inform applicants as appropriate and without undue delay, when the request needs to be clarified.
- Provide accurate and complete written responses within the identified time frame for completion of the grants process.

## **CRITERIA TO APPLY FOR A GRANT**

- This policy applies to all grant submissions to SJFTB.
- The request for a grant will align with a minimum of one (1) strategic priority contained within the current SJCG Strategic Plan.
- Each request must be approved and signed by the Vice President overseeing the respective program/clinical area.
- For funds emanating from a Restricted Fund, the grant request will comply with the donor terms of reference.
- Submissions by SJCG will use the form attached to this policy.

## **PROCESS TO APPLY FOR A GRANT**

- SJFTB Grants Committee will meet with the SJFTB Finance Committee to review the available grants budget for the upcoming fiscal year.
- The SJCG Capital Planning Committee will convene to discuss and identify the priority for requests for the upcoming year.

- As part of the annual capital planning process, the Leadership Team will review the Capital Planning Committee's capital recommendation for the upcoming year. This request will outline recommendations for grant requests.
- Upon receiving endorsement from Leadership Team, the Capital Planning Committee will submit a consolidated grant request to SJFTB. This grant request will provide summary details regarding individual initiatives where grant support is being requested. This consolidated grant request will be endorsed by Leadership Team (or a designated member of SJCG's Leadership Team) prior to being submitted to SJFTB
- SJCG will submit grant requests by the date outlined in the call for grants submission letter sent by SJFTB.
- SJFTB Grants Committee will meet to review the SJCG requests.
- All grants submissions will be signed by the appropriate levels of authority with final signature by the Vice President responsible for the program/clinical area.
- Submissions by SJCG will use the form attached to this policy.

#### **TIME FRAME FOR ANNUAL GRANTS PROCESS**

- The SJFTB Grants and Finance Committees meet in mid-October of each year to review the grants process and determine the grants budget for the following fiscal year.
- A letter calling for annual grants submissions is sent every end of October from SJFTB to SJCG outlining the grants process, time frame for submissions and the amount of funds available for granting purposes for the following fiscal year.
- SJCG Capital Planning Budget Committee meets beginning November to begin their submission process to SJFTB
- Submissions from SJCG to the SJFTB Grants Committee are due by February 15.
- SJFTB Grants Committee will meet annually to review SJCG submissions. SJCG staff may be invited to discuss their submission with the SJFTB Grant Committee and provide a better understanding of their request.
- SJFTB Grants Committee will provide a written update to the Finance Committee with their final recommendation for the Board of Directors.
- SJFTB Grants Committee recommends to the SJFTB Board of Directors, the approval of the SJCG grants submission for the following fiscal year at the March Board of Directors meeting.
- SJCG's Leadership Team and Capital Planning Committee will be notified of the SJFTB Board of Directors' decision by the end of March, with approved grant submissions taking effect in April (beginning of the new fiscal year).

#### **GRANT REQUESTS OUTSIDE OF THE ANNUAL GRANTS PROCESS**

- SJFTB and SJCG's aim is to plan for and address the majority of requests for Grant support through the annual review process. It is acknowledged that in rare occasions circumstances may arise that require SJCG to submit an in-year Grant request to the Foundation.
- Where a need is identified to request Grant funding outside of the annual process, the request will be vetted through SJCG's Capital Planning Committee.
- There may be circumstances where a request for non-Capital items (under \$5000) are requested. The Foundation will provide the SJCG Capital Planning Committee with a quarterly summary of the requests.
- Where the event the Capital Planning Committee supports the request, the request will be escalated to SJCG's Leadership Team (or a designated individual of Leadership Team) for approval.
- Upon receiving endorsement from Leadership Team, the Capital Planning Committee will complete the Grant request form and submit it to the Foundation for consideration.
- Upon receiving the request, the Foundation Grants Committee and Foundation Board of Directors will determine if support for the request will be provided outside of the annual review process.
- Once a decision regarding the Grant request has been made, SJFTB will inform SJCG's Leadership Team and Capital Planning Committee of the decision.

#### **GRANTS AUTHORITY**

- All grant requests are subject to the fiduciary responsibility outlined in the policies of the SJFTB Board of Directors as identified at the end this policy.
- On an annual basis, the SJFTB Grants Committee will review the requests from the SJCG Capital Planning Committee.
- SJFTB Board of Directors has the final authority on approval of the annual grants for SJCG.

#### **COMPASSIONATE CLIENT CARE DISCRETIONARY FUND**

A Client Compassionate Care Discretionary Fund will be established by SJFTB for those items and/or needs that do not fall under the annual grants submission process and may be required throughout the year. Those requests will be forwarded to the SJFTB President for consideration and will meet the criteria outlined in the policy. The amount of the Fund will be determined on an annual basis by the SJFTB Grants and Finance Committees and recommended to the SJFTB Board of Directors for approval. The SJFTB donor gift acceptance policy will govern the use of the funds for disbursement.

#### **CRITERIA FOR CLIENT COMPASSIONATE CARE DISCRETIONARY FUND**

- Essential items for client health and well-being that they cannot afford to purchase themselves.
- Will be an inpatient client.
- Each request will be approved and signed by the Director overseeing the respective program/clinical area.

- Funding will not exceed \$500 per client.
- Submissions by SJCG will use the form attached to this policy

## **GRANT RECOGNITION**

Annually, St. Joseph’s Care Group (SJCG) and St. Joseph’s Foundation of Thunder Bay (SJFTB) will hold a joint review of the grants allocated. Together, they will determine a mutually agreeable approach for publicly recognizing these donor contributions.

## **POLICY REVIEW**

This policy will be reviewed every two (2) years by the SJFTB Grants Committee and the SJCG Leadership, Infrastructure and Planning Committee. This policy will be approved by the SJFTB Board of Directors.

## **DEFINITIONS**

For the purpose of this policy:

### **Endowment Fund**

- This fund is established to provide long-term financial support. The principal amount (the original donation) is usually kept intact, while only the investment income (interest, dividends, etc.) is used to support the organization’s programs or activities. Endowment funds are designed to ensure sustainability and ongoing support for the organization over time.

### **Restricted Fund**

- These are funds where the donor specifies the use of the funds donated. The organization is legally bound to honor the donor’s wishes and can only use the funds for the specific purpose designated. Examples could include funding for a particular program, a piece of equipment, or a specific project.

### **Discretionary Fund**

- This fund gives the organization flexibility to allocate money where it sees the greatest area of need, in consideration of current needs or priorities. It provides the flexibility to respond quickly to emerging opportunities or challenges without the constraints of donor restrictions.

### **Unrestricted Fund**

- Donations to this fund can be used for any purpose that supports the organization’s mission. This type of fund provides maximum flexibility for the organization to address urgent needs, general operating expenses, or programs. Unrestricted funds are essential for covering overhead costs or operational expenses.

### **Donor-Designated Fund**

Donor-designated donations that are restricted to specific items not included in the hospital's capital budget will be managed in accordance with the Foundation's Grant Policy. While the Foundation values and appreciates the generosity of donors who wish to support particular needs, such donations must align with the hospital’s strategic priorities and operational capacity. Donor-designated

contributions for items outside the capital budget will be reviewed on a case-by-case basis to ensure feasibility, relevance, and long-term benefit to the hospital's mission. The Foundation reserves the right to consult with the donor regarding the potential reallocation of funds if the designated item is deemed unnecessary or impractical, ensuring that the donor's intent is honored while supporting the overall goals of the hospital.

**SJFTB Related Documents and Policies**

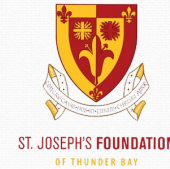
MOU between SJCG and SJFTB April 1, 2024

- #2 Non – Endowment Policy
- #6 Donations to SJCG Policy
- #7 Gifts in Kind Policy
- #9 Donor Recognition and Stewardship Policy
- #11 Endowment Policy

# Draft Proposed Grants Policy

## Process & Timing

- Action
- When



START

