



# Community Initiative National Grant Program

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## Background / Overview

The Epicure Foundation™ is committed to promoting food security\* in Canada by supporting Community Initiatives\*(CI) that help to provide adequate physical and economic access to sufficient, safe, and nutritious food that meets dietary requirements to support and sustain an active, healthy lifestyle.

The Epicure Foundation™ is pleased to announce our 2018 Community Initiative National Grant Program, in which we will be awarding six finalists with in-kind donations and grants ranging from \$2,500 to \$25,000 in 2018! After the application period has closed, a selection committee will choose ten finalists that will be included in an online public vote between November 26 and December 16, 2018. This vote will determine the six award recipients, who will be notified and announced during the week of December 17, 2018.

The Epicure Foundation™ Board of Directors along with our President Sylvie Rochette, CEO Amelia Warren, 2018 Caring and Sharing Award Winner Linda Brown, our three Epicure National Directors Terra Larsen, Dana Nicholson and Jacqueline McGrath, and two of our Home Team members will make up the Application Review Committee. This committee will follow a comprehensive process when evaluating grant applications to ensure that funds are allocated to registered charitable organizations that best meet the Foundation's funding priorities and guidelines. The assessment process, outlined in the following pages, includes an analysis of the organization's history, purpose, budget, and operation practices.

\* See Glossary of Terms on pages 7 & 8

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## Grant Application Deadlines

### Who Can Apply?

The Epicure Foundation™ Community Initiative (CI) National Grant Program supports research, education, and capacity-building projects that address key food security issues in Canada. Applicable CIs aim to increase food security by creating systems that improve the self-reliance of community members regarding their food needs.

The Epicure Foundation will consider funding qualified donees or registered charitable organizations that address and work against malnutrition, poverty, and hunger with an emphasis on family (children and the elderly).

Important note: All applicants must be federally registered charities with the Canadian Revenue Agency. Through this program, we can only provide monetary support to registered Canadian charities, so please provide a Canadian registered charity number on your application form.

### Timeline

Grant applications will be accepted via email starting October 1, 2018 until 11:59 pm (PST) on November 18, 2018. Application review will begin immediately, and the Committee's selection of the ten (10) finalists will be made by November 22, 2018.

Voting by our Community will occur starting November 26, 2018. The funds will be presented in the form of a cheque to the successful applicants before December 31, 2018.

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## Grant Application Guidelines

### **Suitability - what the funds can be used for**

Grant funds may be used to pay for materials, supplies, activities, campaigns, programs, and operational costs to support CIs, including but not limited to:

- Emergency food assistance
- Breakfast, lunch, and after-school snack programs
- Purchase of food to complement food bank donations (i.e. additional protein choices)
- Nutritional and food education programs
- Education surrounding food security
- Nutrition assistance for the elderly

### **Amount**

The Epicure Foundation™ is funding two (2) grants in the amount of \$25,000 to successful applicants across Canada. In addition, up to four recipients may receive Epicure products including kitchen tools and spice blends as well as other resources such as recipes and nutritional information, at a retail value of \$2,500 each. All grant recipients must issue a charitable tax receipt to the Epicure Foundation™ for the full amount of the financial donation upon receipt of the grant.

### **Grant Application Considerations**

Grants will be awarded to the most deserving applicants, according to the following considerations:

- Does the CI promote healthy, nutritious, economical, and socially responsible food production and consumption practices in a congenial social environment, leading to a better quality of life for participants?
- Is the CI innovative and sustainable?
- Is the CI's mission well-articulated and include measurable results?
- Does the CI work to increase the self-reliance of communities in meeting their own food needs?
- Do the CI leaders and their organizations have the expertise, qualifications, and commitment to see the project through to its conclusion?
- Does the application clearly explain how the money will be spent?

- Are the budget items allowable and reasonable, and does the CI offer a valuable and quantifiable return to the community?
- Can the CI serve as a model for potential up-and-coming initiatives?
- Does the CI offer long-term solutions?
- Are the CI leaders open to interviews and communications about the grant and its potential impact?

### **Grant Recipient Selection Process**

All applications will be reviewed by our Board of Directors and ten (10) finalists will be chosen. From these ten (10) finalists we will ask our community to select the 6 winners by way of online vote. The Epicure Foundation™ will notify only the award recipients of the results during the week of December 17, 2018.

### **Eligibility - Primary Focus**

The primary focus of the Epicure Foundation™ is to provide support for initiatives endeavouring to promote food security in Canada. As a result, only those grant applicants that clearly fall within our mandate will be considered for funding. As a result, worthwhile organizations whose activities do not fall within our strategic focus area may be declined support. This does not reflect on the value of the organizations or their services.

### **Non-Eligible organizations**

- Non-registered charitable organizations
- Organizations not based in Canada
- Single individuals
- Organizations submitting retroactive requests
- For-profit organizations
- Organizations that are politically or philosophically partisan
- Veteran, denominational, religious, or any organizations whose activities predominantly benefit members or adherents
- Grant-making institutions
- Fraternal organizations
- Competitive sports teams

### **Non-Eligible Purposes**

- Silent auction items, door prizes, or event giveaways
- Endowments
- Debt-reduction campaigns

- Travel, accommodation, meal expenses, field trips, and tours
- Beauty pageants or wilderness adventure activities
- Ticket purchases for fundraising activities

### **How Grant Funds are Paid**

Grants are awarded on a one-time basis. Grant recipients must ensure that the funds are used as declared on the Project Budget Form. Successful applicants must complete and submit the Grant Fund Allocation Form six months after receiving the grant to confirm the funds have been used in alignment with the Project Budget Form. The funds will be presented in the form of a cheque to the successful applicants before December 31, 2018.

### **Application Instructions**

1. Please ensure you have met the application criteria by reviewing the list of ineligible organizations and types of funding that are outside of our guidelines. Requests that do not meet our eligibility criteria will not be considered.
2. Your charitable organization must be registered with the Canadian Revenue Agency.
3. Please include your registered charity number on the appropriate form.
4. All required portions of the grant application must be received by the Epicure Foundation™ before 11:59 pm (PST) on November 18, 2018, to be considered.
5. Assemble all required documents and submit the completed grant application, including at least two high-resolution photos, by email to:

**The Epicure Foundation™**  
**foundation@epicure.com**

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## Glossary of Terms

**Community Initiatives (CI):** Community-based or community-oriented programs or projects addressing food security to benefit a community.

**Community Kitchen:** Communal kitchens are designed to help pool community resources to enable members to share and prepare food in an environment that promotes social interaction, learning, enjoyment, and proper nutrition. A community kitchen involves the efforts of individuals, families, and community members collaborating to prepare economical, nutritious, and appetizing meals. By cooking together, community members have opportunity to learn and share food knowledge, recipe ideas, and cooking skills in a friendly, healthy, and safe environment.

**Epicure Foundation™:** The charitable arm of Epicure™. The Epicure Foundation™ is a non-profit organization committed to enhancing the lives of Canadians through National Grant Programs, nutritional education, and poverty relief.

**Food Security:** Freedom from hunger and fear of starvation. Food security exists when all people have access to sufficient, safe, and nutritious food that meets their dietary requirements and preferences in order to sustain an active, healthful lifestyle.

**Qualified Donees:** A charitable organization established in Canada that is resident in Canada and qualified to issue tax receipts for donations it receives from individuals or corporations. Qualified donees must operate for charitable purposes and must devote their resources to charitable activities. Qualified donees must be registered with the Canadian Revenue Agency and have a registered charitable number.

**Registered Charitable organization:** A public or private foundation established in Canada that is resident in Canada. It operates for charitable purposes and must devote its resources to charitable activities. A registered charity has a registration number from the Canada Revenue Agency and is exempt from paying tax on its revenue. It can issue donation receipts for the donations it receives.

**Epicure™:** Founded in 1997 in Victoria, B.C., Epicure (Epicure.com) is a women-led company, committed to doing good by providing delicious and wholesome food, inspiring people to live more fulfilling lives, and giving back to Canadians and their communities. President Sylvie Rochette started Epicure to address a genuine need for delicious, good-for-you mealtime solutions.

By creating a greater love and understanding for the difference real food can make, Epicure products help people discover the delicious, convenient side of healthy. Our mission is to inspire time-starved people around the world to live healthy, fulfilling lives through good food experiences. As the leader of the *Good Food. Real Fast.™* movement and the number one party plan company in Canada, Epicure is inspiring healthy changes for our planet and our future.

We are continually humbled by the Epicure Community and inspired by the growth of our clean eating movement in communities across the country. We maintain our focus on what has always mattered most to us – connecting with family and friends over delicious, good food.

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### Cover Sheet

Legal Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \$ \_\_\_\_\_

Website: \_\_\_\_\_

Registered Charity Number: \_\_\_\_\_

**The Epicure Foundation™ has chosen to focus on initiatives that address the issue of food security across Canada. Does your project align with the considerations outlined on page 4 of the Grant Application Package?**

Yes

No

### Primary Contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (principal / administrative office): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing address, if different from above: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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### Secondary Contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (principal / administrative office): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing address, if different from above: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Affiliated Consultant:

Do you have an Epicure Consultant involved in your organization? We would love to know more!

Name: \_\_\_\_\_

Consultant ID: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Project Information

Project Name: \_\_\_\_\_

Purpose (50 words or less):

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Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

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### Project Information

Project goals (describe your project and action plan in 50 words or less):

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Beginning and ending dates of project: \_\_\_\_\_

Demographic to be served: \_\_\_\_\_

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### Questions for Applicant

Please copy and paste the following questions into a Microsoft Word document to allow more space for your answers. Please limit each answer to 100 words or less.

1. **What is the name of your organization?**
2. **What are the challenges/issues your project aims to address?** Briefly state the issue and its impact.
3. **Briefly describe your project and provide an overview of your mandate and action plan.** Describe how you will operate your CI. Outline the key milestones that must be reached in order for your project to succeed. Give specific dates or time required to complete each step in your action plan.
4. **Who is/are the project leader(s)?** Describe the CI experience that qualifies the leader(s) to carry out the project successfully. Describe the organization's history, vision, and culture.
5. **How will you measure your results?** Explain your data-gathering methodology. How will you measure or determine the success of your project? How will you verify that individuals and communities have benefited from your project?
6. **Are any Epicure™ Consultants involved in your organization, either as board members or volunteers?** If so, please provide their names and describe your relationship and partnership with them.
7. **How did you hear about the Epicure Foundation™ Community Initiative National Grant Program?**
8. **Please provide us with photos to aid the selection process.**

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### Declaration

I certify, to the best of my knowledge, that:

1. The information in this grant application is true.
2. The applying organization is a charitable organization or qualified donee registered with the Canadian revenue agency.
3. The project leader(s) is/are over the age of 19 and (a) legal resident(s) of Canada.
4. The applying organization does not support or engage in any unlawful practices.
5. If a grant is awarded to the applying organization, the proceeds of the grant will not be distributed to or used to benefit any organization or individual supporting or engaged in any unlawful practice.
6. If the applying organization receives a grant, by accepting the grant the recipient understands that Epicure™ will be publishing their name in Epicure™ marketing material.

Signature:

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Your Organization's Representative

Date

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### Project Budget

For grant consideration, we require a broad overview of your project or program budget. This budget must be completed and returned with your application. Please attach a separate sheet with further details, if necessary. For each of the categories below, provide a general description and the amount budgeted for that category. If a category does not apply, please leave it blank.

**Administration / Overhead** \$ \_\_\_\_\_

**Salaries** \$ \_\_\_\_\_

**Materials / Equipment** \$ \_\_\_\_\_

**Program Development** \$ \_\_\_\_\_

**Travel / Accommodation** \$ \_\_\_\_\_

**Other** \$ \_\_\_\_\_

**= Total Project Budget \$ \_\_\_\_\_**

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### Grant Fund Allocation Form

Both the Epicure Foundation™ and grant recipients are responsible for ensuring that funded projects are completed according to agreement. This budget form must be completed and returned within six months of funding receipt.

Grant recipients must provide a brief review of how they operated their projects and allocated their grant funds. Also, please attach a one-page report (up to 400 words) describing how the funds were helpful in launching or sustaining your CI. Photos and/or videos that can be used publicly would also be appreciated and would help us to better understand your organization.

<b>Administration / Overhead</b>	\$	_____
<b>Salaries</b>	\$	_____
<b>Materials / Equipment</b>	\$	_____
<b>Program Development</b>	\$	_____
<b>Travel / Accommodation</b>	\$	_____
<b>Other</b>	\$	_____
<b>Budget</b>	\$	_____