



# Community Initiative National Grant Program

NOURISHING OUR NATION  
10555 West Saanich Road, North Saanich, BC Canada V8L 6A8  
[epicureselections.com](http://epicureselections.com)

# Community Initiative National Grant Program

## 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 in order to sustain an active, healthy lifestyle.

The Epicure Foundation™ is pleased to announce our 2014 Community Initiative National Grant Program, in which we will be awarding grants of up to \$5,000 to CIs supporting food security across Canada. The Epicure Foundation™ Board of Directors, which is made up of Victorian Epicure Inc. representatives, follows 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 an organization's history, purpose, budget, and operation practices.

\* See Glossary on pages 7 & 8

# Community Initiative National Grant Program

## Grant Application Deadlines

### **Who Can Apply?**

The Epicure Foundation™ 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. We only can 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 April 22 to noon (PT) on June 13, 2014. Application review will begin immediately, and a shortlist of applicants will be announced by June 20, 2014. Successful applicants will be announced publicly in mid-July.

# Community Initiative National Grant Program

## 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 grants of up to \$5,000 to successful applicants across Canada. In addition to the financial contribution, grant recipients may receive Epicure products including kitchen tools and spice blends as well as other resources such as recipes and nutritional information. 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.

# Community Initiative National Grant Program

## Grant Application Guidelines

### **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**

The Epicure Foundation™ Board of Directors will review all applicants and then select a shortlist of approximately 15.

The Epicure Foundation™ Board of Directors will notify only the grant recipients of the results by mid-July.

# Community Initiative National Grant Program

## Grant Application Guidelines

### **Eligibility - Primary Focus**

The primary focus of the Epicure Foundation™ is supporting 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 of this policy, 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

# Community Initiative National Grant Program

## Grant Application Guidelines

### **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, 2014.

### **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 noon (PT) on June 13, 2014, to be considered.
5. Assemble all required documents and submit the completed grant application, including photo(s), by email to:

The Epicure Foundation™  
[foundation@epicureselections.com](mailto:foundation@epicureselections.com)

# Community Initiative National Grant Program

## Grant Application Guidelines

### Glossary

**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 in order 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 the 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 Victorian Epicure Inc. and Epicure Selections®. The Epicure Foundation™ is a non-profit organization committed to enhancing the lives of Canadians through National Grant Programs, nutritional education, and poverty relief.

**Epicure Selections®:** The marketing division of Victorian Epicure Inc. Epicure Selections® distributes Victorian Epicure™ products via a party-plan direct sales distribution model to share its evolving product line. The President and CEO are proud to see more than 18,000 Independent Epicure Consultants operate home-based businesses and market products at Epicure Tasting Parties™.

**Food Security:** Freedom from hunger and fear of starvation. Food security exists when all people at all times 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.



# Community Initiative National Grant Program

## Grant Application Guidelines

### Glossary

**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.

**Victorian Epicure Inc.:** A unique, 100% Canadian, 100% family-owned, women-led company, committed to doing good by providing great food and a great living, and by giving back to Canadians and their communities. Victorian Epicure Inc. is situated on an 80-acre agricultural property in North Saanich, BC.

# Community Initiative National Grant Program

## Grant Application

### 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**

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### Primary Contact

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

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

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

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

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

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

# Community Initiative National Grant Program

## Grant Application

### 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 (if applicable):

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: \_\_\_\_\_

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

# Community Initiative National Grant Program

Grant Application

## 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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# Community Initiative National Grant Program

Grant Application

## 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 200 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 Victorian Epicure Inc. / Epicure Selections® Consultants involved in your organization, either as board members or volunteers?** If so, please provide their names and describe your relationship/partnership with them.
7. **What overall impact will this project have on the community?** How will the results benefit the community? How will your project's objectives contribute to and improve community development, relations, health, environment, and quality of life?
8. **What is your story?** Please provide us with a short backstory of your organization.
9. **How did you hear about the Epicure Foundation™ Community Initiative National Grant Program?**
10. **If you are able to, please provide us with photos to aid the selection process.**

Community Initiative National Grant Program – 13

# Community Initiative National Grant Program

Grant Application

## 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, and
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 Selections® will be publishing their name in Epicure Selections® marketing material.

Signature:

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Your Organization's Representative

Date

## 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.

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

## 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.

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

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

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

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

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

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

**Budget** \$ \_\_\_\_\_