

September 6, 2019



Mandy Dubois
Executive Director
Community Foundation of Portage and District Inc.
206 Saskatchewan Ave E
Portage la Prairie, MB R1N 0K9

Dear Ms. Dubois,

In the year 2020, Manitoba is celebrating its 150th anniversary, with a multitude of activities coordinated by the Manitoba 150 Host Committee ("Manitoba 150"). One such activity is partnering with Manitoba's 55 community foundations to provide grant matching funds through the **Build 150** program, leaving a legacy of the Province's 150th celebrations.

Manitoba 150, with support from The Richardson Foundation, has made up to \$1.22million available in matching grants to community projects that celebrate our Province's 150th anniversary in 2020. This matching grant program will be coordinated by Endow Manitoba. Build 150 will match monies contributed by the community foundation for selected community projects at a 1:1 ratio, to a maximum amount determined by the community foundation's asset size.

Community Foundation of Portage and District Inc. will be eligible to receive up to: \$50,000.

Build 150 Grant Guidelines

Build 150 grants are to be used on one or more projects in your community foundation's area of operation. Special consideration should be made for projects that will have a lasting presence in the community and will have an impact on the largest number of residents and projects selected should be as inclusive as possible.

Some examples of projects that could be eligible for a Build 150 grant include:

- Amenities for a public space (park bench, bike racks, public art, etc.)
- Equipment for a community space (community centre, medical facility, etc.)
- Revitalization of something with historical significance (statue, building, etc.)

The funded project must be carried out by a Canadian "qualified donee". Examples include:

- Registered charities;
- Rural municipality, city and/or town;
- Church or religious institution (so long as they are a registered charity and the project broadly benefits the community not just the congregation and is not for religious purposes);
- A registered Canadian amateur athletic association.

Unused Build 150 Grant Funds

Any unused funds must be returned to the Manitoba 150 Host Committee. Endow Manitoba will coordinate the return of funds.

Recognition

- Public recognition is to be given to the Manitoba 150 Host Committee for funding of the project(s), including, but not limited to:
 - Signage at the site of the project, where possible;
 - One official local public announcement of selected project(s) in the community foundation's area of operation;
 - Mention in any and all other public communications (e.g. advertisement, media, social media posts).
- All recognition is to be done at the expense of the community foundation. The community foundation will be responsible for arranging any necessary labour, equipment and materials.
- Recognition, including size, placement and content of any signage, is to be determined in consultation with Endow Manitoba and is subject to prior approval of Manitoba 150 Host Committee.

Reporting:

Endow Manitoba requires the community foundation to submit the following reports:

- A summary of selected projects
- A final report following completion of the project(s) in the form provided by Endow Manitoba
 - Including documentation of the costs incurred by the project

Timelines:

- The summary of selected project(s) must be provided to Endow Manitoba by April 2020
- Build 150 funds will be distributed to the community foundation after the receipt of the project(s) summary
- Projects may start any time after the project(s) summary is submitted and the transfer of funds has been initiated
- Public announcement of projects to take place in or about May 2020, on a date selected in conjunction with Manitoba 150 Host Committee
- Projects must be completed December 31, 2020
- Final reporting must be submitted to Endow Manitoba by January 31, 2021
- Documentation related to the project should be retained and may be requested at a future date

By signing this letter of understanding, the community foundation is agreeing to the following terms:

The community foundation will:

- Administer the Build 150 funds once received
- Select projects that meet the Build 150 Grant Guidelines
- Contribute the first 50% of funds needed for each selected project
- Cover any additional funding needed for the project, in the event that there are additional funds required beyond the initial 50% contribution and the Build 150 grant.
- Determine, in consultation with Endow Manitoba, appropriate recognition for the Build 150 grant
- Report back to Endow Manitoba and Manitoba 150
- Respect the Build 150 Timelines

This letter must be signed by an authorized signing authority for your foundation.

By signing this letter of understanding, your organization accepts full responsibility for all proceedings and activities undertaken in relation to the project(s) initiated, in part, by the Build 150 grant, including any and all liability that may arise directly or indirectly from the funded project(s). The community foundation shall indemnify and save harmless Endow Manitoba, The Winnipeg Foundation, Manitoba 150 Host Committee Inc., The Richardson Foundation and the Government of Manitoba from all claims, actions, proceedings, losses, damages, interest, penalties, fines, costs or expenses of any kind, including attorney fees incurred by the community foundation, that are related in any way to the funded project(s).

Community Foundation of Portage and District Inc.

Community Foundation

Name of Signing Authority (print)

Signature

Date