



## Guidelines for use of OFHSA'S CHARITABLE REGISTRATION NUMBER

### GRANT FUNDER:

An organization that provides a sum of money for a particular purpose. Generally, a detailed application is required prior to the awarding of funds. Often the terms and conditions for use of the funds are determined by the funder.

Grants are a wonderful way to support the efforts of a Home & School Association. Prior to applying for a grant, Associations should find out if their local school board has any requirements in applying for grants for school projects.

When considering applying for a grant, which requires using OFHSA's Charitable Registration Number, please use the following procedure.

**PRIOR to submitting ANY grant application, that requires an Association to provide OFHSA's charitable registration number, the application must first be submitted to the OFHSA office as the Association MUST receive written approval from the OFHSA Board of Directors in order to proceed.**

### FISCAL SPONSOR:

OFHSA is the registered charity with Canada Revenue Agency (CRA). Therefore, it holds the legal responsibility regarding the use of the Charitable Registration Number. Through a formal agreement, OFHSA extends only to its Home and School Associations, the use of the OFHSA Charitable Registration Number when applying for grants.

There are several types of grants. You must research which type of grant you are applying for and learn about its requirements (including eligibility, supporting documents and reporting) and restrictions. For example:

**Block Grants:** funds given for a fairly broad purpose with few strings attached. (Funds held by local Association)

**Categorical Grants:** funds given for a specific purpose that comes with restrictions concerning how the funds must be spent and, require a charity number. (Funds held by OFHSA through a *Fiscal Sponsor Agreement*)

## PROCEDURE:

1. At a general meeting of your Association, vote on applying for the grant and record the vote in the minutes. It is recommended that one member be appointed as the main contact person between the grant funder, the Association and OFHSA.
2. Complete the grant application to the best of your ability.
3. Contact the office with the grant information. Submit the grant application to the OFHSA office with a request in writing for a Board of Managers to assist you in seeking approval for use of OFHSA's Charitable Registration Number when applying for a grant.
4. Please allow ample time as all applications must come to a Board of Directors meeting for approval. If necessary, a special meeting of the Board of Directors could be called.
5. Following the meeting which your application was considered, the Board of Directors will provide your Association with its response in writing.
6. If it is required that OFHSA act as the ***Fiscal Sponsor*** to the Association in order for the grant to be awarded, your Board of Managers liaison will facilitate the completion of a ***Fiscal Sponsor Agreement*** between the Association and OFHSA.

## IMPORTANT

- ❖ **Home & School Councils applying for a grant, which requires using OFHSA's charitable registration number, must follow the same procedure.**
- ❖ **If applying for other grants (i.e. Parents Reaching Out Grants), which do not require using a charitable registration number, prior to submission the grant application must be provided for information to the OFHSA Board of Directors.**