



SHUSWAP COMMUNITY FOUNDATION – PROJECT CHANGE POLICY

Occasionally, a project that has received approval for grant funding from Shuswap Community Foundation will need to be changed, deferred, or canceled. In cases such as these, SCF would like to provide the following guidance to our community partners.

PROJECT CHANGES

Following the approval of a grant through SCF, if a change to the nature or scope of a project or program is necessary, these changes require SCF approval before being implemented.

SCF has a “Change of Plan Application” that must be submitted prior to the project moving forward.

The Change of Plan Application will be forwarded to the Grant Committee chairperson and ultimately, will be reviewed by the Adjudication Committee. The Adjudication Committee will determine if the revised project can be funded. If not, the grant monies must be returned to the SCF.

PROJECT DEFERRALS

For those projects or programs that will be delayed for a period of greater than one year from the date of the grant approval, a grantee shall:

- immediately return any funds received to SCF, along with a written explanation as to why the program or project has been delayed
- contact SCF in writing, describing the reason for the deferral or delay, if funds have not been received
- provide an indication of whether the applying organization intends to reapply the following year. In such a case the SCF adjudication committee may decide to prioritize the renewed application in the following year.

PROJECT CANCELLATIONS

In the case of an organization that has received a grant from SCF, and for whatever reason, is unable to carry out the project, all funds are to be returned to SCF immediately. Should any SCF funding have been spent, any dollars not returned need to be accounted for in detail.

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