

## **CFNKLS Registered Charities & Administration Fees Guidelines**

**CFNKLS is legally required to award its grant monies from its endowment funds only to official charitable organizations labelled by the Canadian Revenue Agency as “Qualified Donees”. These organizations include all officially registered charities, and other registered entities that include churches, schools, municipalities, and government bodies. CFNKLS applauds and values our local charitable organizations that support the many worthy projects enriching our lives and our communities. Local Not-For-Profit volunteer groups, which are not themselves registered charities, do require one of the many local qualified donees to overview and administrate all of the funds that CFNKLS grants for community projects.**

**CFNKLS understands that some supervising charities, with paid administrative staff, may need to charge an administration fee to the grant projects that they agree to oversee. In general, however, CFNKLS prefers not to devote more than 12.5% of any grant award, or \$400, whichever is lower, for the administrative and supervisory costs of the various projects it supports. CFNKLS may give some preference to applications where applicants have a relationship with the supervising charity, one that permits the entirety of the grant to be applied to the proposed project.**

**Grant applications that request more than these guideline amounts should provide an explanation as to why a greater support for administration costs is justified for this application. Such applicants should also be prepared for the possibility that their grant award may be reduced by some amount because the administrative costs will otherwise be higher than CFNKLS prefers to support.**