

General

Poppy Funds are made available through the generosity of the Canadian public and are part of the public trust between Canadians and The Royal Canadian Legion. To safeguard this bond, Poppy Trust Funds are held in trust at each Branch and Command level of the Legion. Credibility and public support are enhanced when funds are used in the correct and proper manner as outlined in the Poppy Manual.

The Royal Canadian Legion (Legion) is committed to supporting those who served Canada in times of war, military conflict and peace. The basic purpose and obligations of the Poppy Trust Fund are to assist a Veteran as defined in Subsection 101.d of the General By-Laws and their families. The objective of the Veteran Support Partnership Program is to support the Legion in meeting this responsibility by providing funding to organizations undertaking veteran support initiatives.

These program guidelines are to be used by organizations that wish to apply for funding related to veteran support projects which are not currently being conducted by the government or the Legion.

Funding Source

Funding may be provided to sanctioned veterans programs. Programs that are exclusively within the territory of a single province are the responsibility of the applicable Legion Provincial Command. Programs that cross provincial borders are national in scope and require to be preauthorized by Legion Dominion Command.

Eligible Recipients

Eligible recipients are non-profit and for-profit organizations, in Canada. Individuals and federal or provincial organizations are not eligible for funding.

Eligible Projects

To be eligible, the project must support veterans as defined in Subsection 101.d of the General By-Laws and/or their families. It must also be of a finite duration, with clear start and end dates within a calendar year`.

Eligible projects may be assessed against the following criteria:

- The applicant has the capacity to deliver the project.
- If the project has a physical and/or psychological remedial intent, it must be sanctioned by an accredited institution.
- The project objectives are specific and realistic and clearly support the objective of the Legion.
- The project will have noticeable impact and reach.
- Where agreements for collaboration are required to ensure the successful delivery of the project, contributors have confirmed their participation.
- The proposed budget is reasonable and sufficiently detailed.

Ineligible Projects

A project is not eligible if:

- it establishes a requirement for operational (core) funding to the organization;
- it duplicates government or Legion initiatives;
- it creates a financial dependency;
- it is of a commercial nature and allows the organization to generate profits or increase its economic value;
- it is completed before the application is submitted; or
- its revenues cover or exceed expenditures.

Eligible Expenditures

Eligible expenditures must be directly related to the project and in accordance with the Poppy Manual. Only expenditures incurred from the date of receipt of an application to the end of the agreement period may be considered for reimbursement.

Examples of eligible expenditures directly related to the project may include:

- professional fees;
- administrative expenditures (e.g. printing, photocopying, fax, mail);
- equipment and machinery rental expenditures;
- facility rental expenditures (e.g. meeting rooms);
- travel expenditures inherent to the success of the project; and
- material development and distribution expenditures (e.g. print, translation, mail).

Ineligible Expenditures

Ineligible expenditures include, but are not limited to:

- air travel;
- design or assessment fees for projects;
- construction expenditures for projects;
- operational expenditures;
- fundraising expenditures; and
- insurance expenditures.

Funding

Funding may be approved in part or in entirety and is subject to the availability of resources in any given fiscal year. Projects with a larger geographical reach will be assessed on a case-by-case basis to determine the funding amount.

The amount of payment will be determined based on such elements as, the risk associated with the project, the project's complexity and the applicant's management capacity.

Recipients must adhere to these guidelines and the conditions set out in the funding agreement, including the submission of a final report that demonstrates the results achieved.

Application

As outlined above programs that are exclusively within the territory of a single province are the responsibility of the applicable Provincial Command. This includes requesting the authority to solicit branch funds within that province. Programs that cross provincial borders are national in scope and require to be preauthorized by Dominion Command.

- For national programs requiring preauthorization to solicit Provincial Command funding, send your request to the Poppy & Remembrance Committee through info@legion.ca
- For national programs seeking national funding send your request to the Poppy & Remembrance Committee through info@legion.ca
- For programs that are exclusively within an individual province send your request to the applicable Provincial Command Executive Director - <http://legion.ca/contact-us/provincial-commands>

It is strongly recommended that applications be submitted **AT LEAST THREE (3) MONTHS** before the start date of the proposed project to allow for processing and notification of funding.

To be considered, applications must be duly completed. The Legion will acknowledge receipt of applications and may solicit additional information. Only applications deemed complete will be assessed.

The Legion aims to notify applicants in writing of its funding decision within 12 weeks of the application deadline, provided that an application is deemed complete.

Acknowledgement of Funding

Programs or organizations that are provided funding through the Legion's Poppy Fund are required to prominently acknowledge this support. Details of this acknowledgement will be provided in the funding agreement.

Final Report

A final report must be submitted at the conclusion of the project. The report will enable the organization to fulfill its obligation of accountability to the Legion. The report will serve to measure the results and accomplishments of the initiative.