Charity Resource Hub

Objective

To create an extension of the SSCF's website to cater to charitable organizational needs & desires

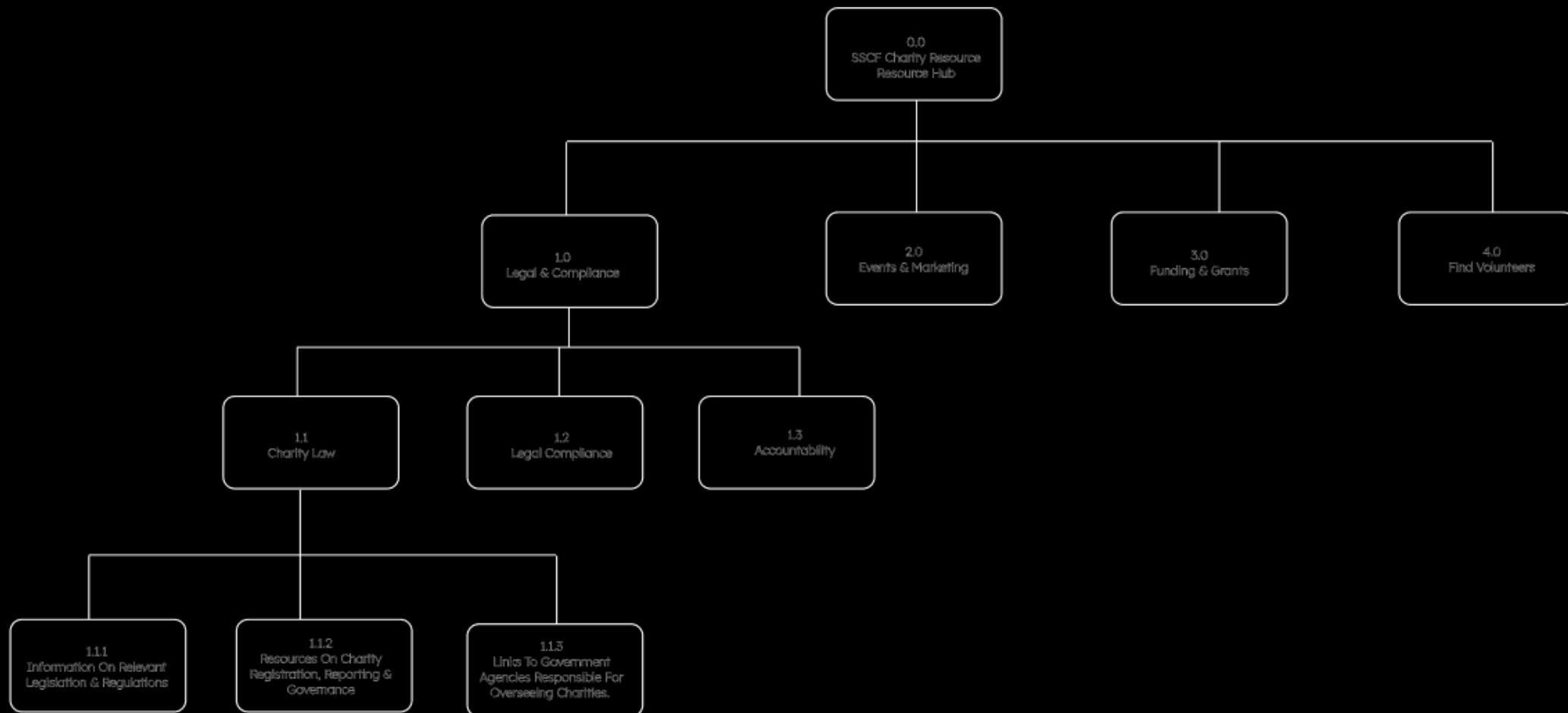This photo is the user story map for the Charity Resource Hub Website

- Each color represents a section of the website
- For further clarification, we have added a wire diagram on the next page for your clarity

Table of Content

South Saskatchewan Community Foundation Project

GOALS / EPICS

- Find Volunteers - To connect charities with potential volunteers (individuals and ... 23
- Funding & Grants - To help charities identify and secure funding opportunities.
- Legal & Compliance - To provide charities with information on legal and regulatory
- Marketing & Events - To help charities promote their cause, engage their
- Featured Resource/Tip:

USER STEPS

- Volunteer Resources — 23
- Funding & Grants (Read)
- Legal & Compliance (Read)
- Marketing & Events (Read)

Base Reference Home Page — Release view — 1 LEFT OF 1 CARDS

- Home Page — Todo

Sub-content on Pages — Release view — 9 LEFT OF 12 CARDS

- Find Volunteers - Processed for finding volunteers — Todo
- Grant Opportunities - Relevant databases & websites — Todo
- Charity Law - General resources on charity law and specific information on — Todo
- Marketing & Communications - Resources for developing marking — Done
- Manage Volunteers - How to manage Volunteers — Todo
- Fundraising Resources - Methods, links and guides to fundraising — Todo
- Financial Compliance - Focuses on maintaining legal compliance for — Todo
- Event Planning - Resources on planning and organizing fundraising — Done
- Corporate Volunteering - How to engage with businesses with — Todo
- Donation Management - resources for relations, stewardship — Todo
- Accountability - Guidance for accountability, like transparency — Todo
- Public Relations - guidance on media relations, building partnerships, and — Done

New release (5) — Release view — 3 LEFT OF 3 CARDS

- Information on relevant legislation & regulations - Charity Law — Todo
- Resources on charity registration, reporting, and governance - Charity — Todo
- Links to government agencies responsible for overseeing charities - Charity Law — Todo

Extra "Currently What's Up" Links for each Page — Release view — 3 LEFT OF 4 CARDS

- Posted Volunteering Opportunity LINK — Todo
- Find Funding Opportunities LINK — Todo
- Access Legal Resources LINK — Todo
- Marketing Resource/Event LINK OR GUIDELINES — Done

Flow Diagram

Websites Home Page Contents

Headline

- A welcoming and informative headline (e.g., "Empowering Charities: Your Hub for Resources and Growth").

Brief Introduction

- A short paragraph explaining the purpose of this section and its benefits for charities/foundations.

Quick Links/Call to Action Buttons

- Find Volunteers:** Direct link to the "Volunteer Resources" subpage.
- Funding & Grants:** Direct link to the "Funding & Grants" subpage.
- Legal & Compliance:** Direct link to the "Legal & Compliance" subpage.
- Marketing & Events:** Direct link to the "Marketing & Events" subpage.

Featured Resource/Tip

- A highlighted piece of content (e.g., a link to a timely article, an upcoming webinar, or a featured grant opportunity). This section should be updated regularly.

Home Page

Todo

Key Design Considerations

User-Friendly Navigation

- Clear and consistent menu structure.
- Use of headings, subheadings, and bullet points for readability.
- Intuitive labeling of links and buttons.

Filtering and Search

- Where applicable (e.g., in resource lists), provide filtering and search functionality to help users find specific information quickly.

Accuracy and Relevance

- Ensure that all information and links are up-to-date and relevant to the target audience (charities/foundations).
- Prioritize local or regional resources where possible.

Clear Calls to Action

- Use prominent calls to action to encourage users to take the desired next step (e.g., "Post a Volunteer Opportunity," "Find Funding").

Organization

- Present information in a well-organized manner, similar to Charity Central's structure, with resources grouped by topic.

Avoid Issues Noted in the Document

- Minimize or eliminate intrusive ads.
- Ensure links are working and that there are no broken links.
- Make sure there is a "back" button so the user doesn't have to use the browser's back button
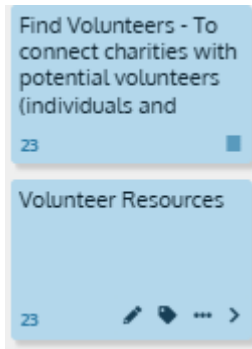
Find Volunteers - To connect charities with potential volunteers (individuals and groups) and provide tools for effective volunteer management.

Links directly to the "Volunteer Resources" subpage.

Goals/EPICS

- To connect charities with potential volunteers (individuals and groups) and provide tools for effective volunteer management.
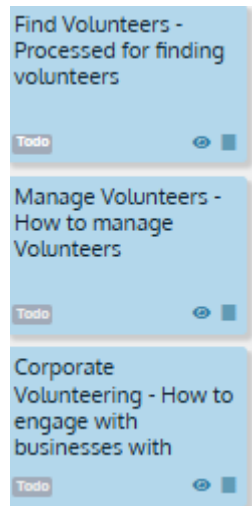
User Steps

Find Volunteers

- Information on how to post volunteer opportunities on relevant platforms.
- Links to volunteer platforms (e.g., VolunteerConnector, JustServe, or even a local platform if applicable).
- Tips for writing effective volunteer postings.

Manage Volunteers

- Resources on volunteer management best practices (e.g., recruitment, onboarding, training, retention).
- Information on volunteer management software (e.g., Benevity for corporations or other simpler tools for smaller charities).
- Templates for volunteer applications, agreements, and feedback forms.

Corporate Volunteering

- Information on how to engage with businesses for corporate volunteering initiatives.
- Highlighting the benefits of corporate partnerships.
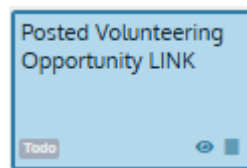
Posted Volunteering Opportunity LINK

Call to Action

- "Post a Volunteer Opportunity" (link to a form or relevant platform).

Funding & Grants - To help charities identify and secure funding opportunities.

Link to the "Funding & Grants" subpage.

Purpose

To help charities identify and secure funding opportunities.

Purpose

- To help charities identify and secure funding opportunities.

Headline

- "Secure Funding for Your Mission"

Grant Opportunities

- A curated list of relevant grant databases and websites.
- Information on how to research and identify appropriate grants.
- Tips for writing compelling grant proposals.

Fundraising Resources

- Information on various fundraising methods (e.g., online donations, events, peer-to-peer fundraising).
- Links to fundraising platforms (e.g., CanadaHelps).
- Guidance on developing a fundraising strategy.

Donation Management:

- Resources on donor relations, stewardship, and reporting.
- Tips for using technology to manage donations effectively.

Call to Action

- "Find Funding Opportunities" (link to a grant database or a list of current grants).
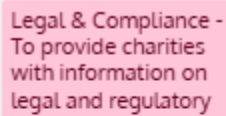
Call to Action

- "Find Funding Opportunities" (link to a grant database or a list of current grants).

Purpose

- To provide charities with information on legal and regulatory requirements.

Headline

- Stay Compliant: Legal and Regulatory Guidance

Sections

Charity Law

- Information on relevant legislation and regulations (specific to the region/country).
- Links to government agencies responsible for overseeing charities.
- Resources on charity registration, reporting, and governance.
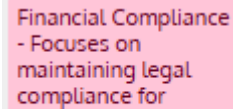
Financial Compliance

- Guidelines on financial record-keeping, reporting, and audits.
- Information on tax requirements for charities.

Accountability

- Resources on transparency and accountability best practices.
- Tips for developing policies and procedures to ensure ethical operations.

Call to Action

- Access Legal Resources" (link to relevant government websites or legal information pages).

Financial Compliance WebPages Core Focus:

This webpage focuses on maintaining and the importance legal compliance for Canadian charities, specifically in Saskatchewan, emphasizing its importance for financial management, accountability, transparency, reporting, audits, record-keeping and the integrity of the charitable sector.

Key Aspects of Legal Compliance

Record-Keeping Requirements:

- Charities must maintain accurate and complete financial records, including supporting documentation.

Reporting Obligations:

- Charities have reporting obligations to the Canada Revenue Agency (CRA) and potentially to provincial/territorial governments.

Audit Requirements:

- Depending on the charity's size and jurisdiction, audits may be required.

Purpose of Audits:

- Audits provide an independent assessment of financial statements and promote accountability.

Compliance with Accounting Standards:

- Charities must comply with Canadian accounting standards.
- Governance and Legal Oversight: The board of directors has a legal responsibility to oversee financial management and compliance.

Legal Consequences of Non-Compliance:

- Failure to comply can result in financial penalties and damage to the charity's reputation.

Links to Resources:

- The page provides links to the Non-profit Corporations Act, 2022, the CRA website, and information on using for-profit fundraising businesses.
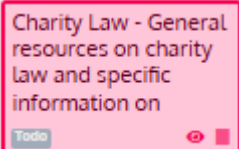
Charity Law WebPages Core Focus

This webpage section provides both general resources on charity law and specific information on partnership and investment opportunities available through the South Saskatchewan Community Foundation.

General Resources:

- Provides information on relevant legislation and regulations.
- Offers links to government agencies overseeing charities.
- Includes resources on charity registration, reporting, and governance.

SSCF Information Sheets:

- Agency Matching Program: Describes a 10% matching contribution to donations, a way for organizations to build financial stability, and provides information on how the program works.

Assets Under Administration Funds:

- Details investment services for non-profits to grow reserve funds, offering professional management, diversified portfolios, and low administrative fees.

Charity Partnership Booklet:

- Explores partnerships with the SSCF, covering benefits, types of funds, how to start a fund, and legacy fund matching programs.

Endowment Incentive:

- Explains the Canada Cultural Investment Fund (CCIF) endowment incentive, eligibility criteria, application process, and requirements for demonstrating professional operation and financial stability.

Investments & Stocks:

- Outlines the benefits of donating stocks to the SSCF, including tax advantages, local impact, and support for charities.

Webpages Core Focus

- This webpage serves as a guide to the core legal frameworks that govern charitable organizations Saskatchewan, stressing the need for reliance on official sources and awareness of potential regulatory changes.

Focus on Official Sources:

The page emphasizes the importance of consulting official government websites for the most up-to-date information.

Dynamic Regulations

It notes that provincial regulations can change, requiring regular checks.

CRA as Primary Contact

- The Canada Revenue Agency (CRA) is highlighted as the primary point of contact for registered charity matters.

Key Federal Legislation

Income Tax Act (Canada):

- The primary federal legislation governing registered charities, accessible on the Department of Justice website.
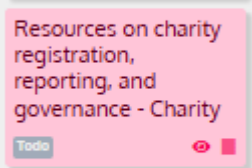
Canada Not-for-Profit Corporations Act:

- Governs federal non-profit corporations.

Key Provincial Legislation (Saskatchewan)

The Non-profit Corporations Act, 1995 (Saskatchewan):

- The key provincial legislation for non-profit corporations in Saskatchewan, accessible through the Saskatchewan Queen's Printer or legal databases.

WebPages Purpose

This page provides a concise guide to the key online resources charities in South Saskatchewan should utilize for registration, reporting, and governance, emphasizing the need for reliance on official government websites.
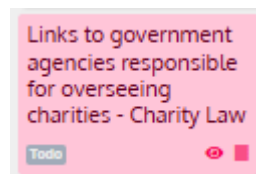
Emphasis on Official Sources

- The page stresses the importance of always consulting official government websites for the most accurate and up-to-date information.
- It warns that provincial regulations can change, necessitating regular checks.
- The Canada Revenue Agency (CRA) is identified as the primary contact point for registered charity matters.

Federal Resources (Canada)

- CRA Charities and Giving: This CRA website is highlighted as the main source for federal information on registration, reporting (including the T3010 form), and governance.

Provincial Resources (Saskatchewan)

- Saskatchewan Corporate Registry: Charities can apply online through Business Registration Saskatchewan.

WebPages Core Objective

Essentially, this page offers a guide to key government agencies that regulate charities, providing direct links and instructions for finding relevant information on both federal and provicial levels.

Importance of Official Sources

- The page stresses the necessity of using official government websites for accurate and curent information.
  - It highlights that provincial regulations are subject to change, requiring regular checks.
  - The Canada Revenue Agency (CRA) is identified as the primary point of contact for registered charities.

Federal Resource (Canada)

- Canada Revenue Agency (CRA) - Charities and Giving: This is the primary federal resource.
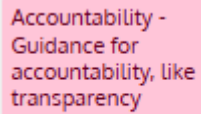
Provincial Resource (Saskatchewan):

- Financial and Consumer Affairs Authority (FCAA) - Charitable Fundraising: This is the key provincial resource.

Navigating the FCAA Website

- The page acknowledges that finding specific information on the FCAA website may require navigation or using the search function.

Specific FCAA Information

- It directs users to search for information on "Information for Charities when using For-Profit Fundraising Businesses" and "Information for Businesses who Solicit Funds on Behalf of a Charity" once on the FCAA site.

Accountability -
Guidance for
accountability, like
transparency

Todo

Accountability WebPage Core Focus

This webpage focuses offers guidance for accountability, like transparency, for charities in Saskatchewan, emphasizing the importance of understanding federal and provincial regulations; mentioning the important of the CRA T3010 form for public financial information, audits, charity giving, financial accountability determined by federal regulation, and with with links attached.

Transparency

- Open communication about activities, finances, and governance, including public financial statements and detailed reports.
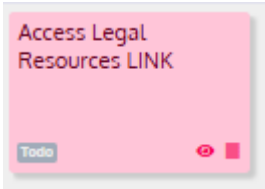
Ethical Operations

- Adhering to high standards of conduct, avoiding conflicts of interest, and maintaining a code of ethics.

Financial Accountability

- Responsible fund management, accurate reporting, regular audits, and compliance with CRA regulations.

Governance

- Effective board oversight, clear roles, board diversity, and regular meetings.
  Additional Points:

Access Legal
Resources LINK

Todo

Call to Action

- "Access Legal Resources" (link to relevant government websites or legal information pages).

Headline

"Amplify Your Impact: Marketing and Events"

Sections

Marketing & Communications

- Resources on developing a marketing strategy, branding, and communications.
- Tips for using social media, email marketing, and other digital tools.
- Guidance on storytelling and creating compelling content.

Event Planning

- Resources on planning and organizing fundraising events, awareness campaigns, and community events.
- Tips for event promotion, logistics, and volunteer management.

Public Relations

- Guidance on media relations, building partnerships, and engaging with the community.

Call to Action

- "Promote Your Cause" (link to marketing resources or event planning guides).**

Marketing & Communications

- Resources on developing a marketing strategy, branding, and communications.
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- Guidance on storytelling and creating compelling content.

Each section has its own buttons that leads to its respective resources and gives better insight on how to plan a successful marketing campaign for their charity.

Event Planning

- Resources on planning and organizing fundraising events, awareness campaigns, and community events.
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Public Relations

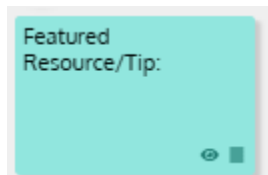- Guidance on media relations, building partnerships, and engaging with the community.

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- "Promote Your Cause" (link to marketing resources or event planning guides).

Featured Resource/Tip:	A highlighted piece of content
	- A link to a timely article, an upcoming webinar, or a featured grant opportunity.
	This section should be updated regularly.