



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants Policy

NO. ADMIN - 32

PURPOSE:

This grant program is designed to financially assist community groups and not-for-profit societies and organizations in achieving their objectives. Local grant funding is intended to provide support to societies, organizations and committees with the expectation that alternate sources of funding will be secured.

PROCEDURES:

APPLICATION

- Fillable online application forms can be located on the Township website. Completed forms, together with all supporting documents may be printed and delivered or mailed to the Municipal Hall; or emailed electronically to the attention of the Director of Financial Services.
- All applications must be received prior to December 31 each year.
- Each organization must meet all the following criteria to apply:
 - Registered non-profit organization in Province of BC or registered charitable organization registered with the Canada Revenue Agency
 - Organization located within the CRD and its services benefit residents of the Township
 - Evidence of a clear mandate and competent administration
 - Evidence of active, ongoing volunteer involvement
 - Demonstrate financial stability and accountability
 - Evidence of funding source diversity and increasing financial self sufficiency
- Each application must include the following details:
 - the mandate and role of the organization;
 - a program or project budget and timeline;
 - key objectives of the program or project;
 - description of the program or project;
 - the program or project's anticipated benefits to the Township; and
 - the organization's most recent financial statements.
- Funding is intended for the purpose of facilitating programs, projects and events. The following are not eligible for grant funding:
 - Activities and costs that are the responsibility of other governments
 - Costs not directly associated with the approved project, program or event
- Organizations that receive a partial grant or are denied funding will be unable to make a second request within the same calendar year.
- No retroactive funding applications will be considered.

FUNDING

Each year Council agrees on an amount of funding within the Financial Plan to support organizations seeking local grants. The initial balance in the account each year will be increased each year by the annual CPI percentage for Victoria during the previous year.

The Local Grant Committee will recommend the allocation of grants to programs, projects and events. This recommendation is not to exceed 95% of the local grant account balance. Subsequent to Council's approval of the local grant allocations, any balance remaining in the account may be allocated throughout the remainder of the year at the discretion of Council.

To access any remaining funds after the initial allocation, applicants must submit an application to the Director of Financial Services. The applicant will then be notified when their funding request will be considered by Council.

Limitations

- Not all applicants meeting the requirements under this Policy will necessarily receive a grant.
- Based on the number of applications, applicants may not receive the full amount of their request.
- Approval of a local grant in a given year is not a commitment to ongoing annual funding.

GRANT REVIEW PROCESS

- The Local Grants Committee members will be appointed by Council and will consist of three members of Council. Administration support will be provided by a representative from the Financial Services Department.
- Applications received will be reviewed by the Director of Financial Services to ensure each application is complete and all conditions of funding have been satisfied prior to forwarding all completed applications to the Local Grants Committee.
- The Committee will review all applications at a public meeting to be held prior to February 28 each year.
- The Committee will draft their recommendations to Council regarding the allocation of financial support.
- Council will approve the final decision on the allocation of support.
- All local grant financial payments will be made prior to March 31 each year.
- Communication will be sent to all applicants advising them of Council's decision and a list of recipients and approved amounts will be posted annually on the Township website.
- To request support after the initial granting process has been completed, new applicants must submit a formal application and appear before Council for a decision on funding.

EVALUATION CRITERIA

The Local Grant Committee will assess each application based on the following categories:

Organizational Capacity - 20%

Program, project or event aligns with organization's mandate; Organization has sufficient experience and capacity to complete program, project or event; Relevant experience for those leading and implementing the program, project or event; Organization moving towards financial self sufficiency

Project feasibility - 30%

Detailed work plan with reasonable timelines; Adequacy of budget for proposed program, project or event; Expenditures appear reasonable; Other sources of revenue are identified and make up majority of program or project cost requirements; Sustainability initiatives during planning and execution.

Evidence of need - 20%

Strong evidence of community need for the program, project or event; Clearly addresses a Township Strategic Objective; Target audience and objectives clearly defined

Community impacts and involvement - 30%

Township residents anticipated to access or participate in the program, project or event; Consideration of community interests and issues; Partnerships with other community groups; Level of volunteer involvement

CONDITIONS OF SUPPORT

- Funds must be used for the purpose for which they were requested. Any funds not used for the approved purposes must be returned upon request by the Township.
- All recipients must acknowledge the Township's support through social media and in all printed publicity material related to the project including banners and signs on site during the event.
- Each recipient of financial support must submit a final report to the Director of Financial Services prior to the submission of an application the following year. Failure to do so will result in your application not being considered. This report should include the following details for their project, program or event:
 - a brief evaluation (based on the pre-established goals and objectives);
 - a financial statement of actual revenue and expenses;
 - numbers of volunteers and participants; and
 - an evaluation of the impact on the community
- In the event that the project is not completed, the grant recipient organization must notify the Township within the same calendar year during which funding was received. The Township of Esquimalt reserves the right to request the return of the grant.

Community Events

- Each Event Committee will be responsible for coordinating and obtaining insurance coverage for their event. The Committee shall ensure that their event carries insurance with a minimum of \$2,000,000 liability coverage and the Township will be identified as an additional insured within the policy. Evidence of this insurance coverage must be provided to the Director of Financial Services prior to commencement of the event.
- Council may appoint a representative to act in an advisory and liaison capacity and attend Event Committee meetings.