



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	LOCAL GRANTS POLICY	NO.	ADM-83
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Effective Date:	XXXX XX, 2025
Approved by:	Council
Reference:	ADM-25-002
Amends:	

POLICY:

This policy is designed to financially assist community groups and not-for-profit organizations with achieving their objectives in alignment with the Township's strategic priorities. The Local Grants Funding Program fosters collaboration, supports innovative initiatives, and strengthens community well-being, with an expectation of leveraging additional resources for long-term sustainability.

PROGRAM OBJECTIVES:

1. Foster a thriving community for all
2. Support environmental stewardship
3. Support a diverse local economy
4. Align with Council's current Strategic Priorities

PROCEDURES:

Please refer to The Local Grant Guidelines for Further Details.

1. APPLICATION PROCESS

- Applications must be submitted online through the Township website within the specified deadlines:
 - Round One: Opens October 1, closes November 30 (90% of funding allocated).
 - Round Two: Opens May 1, closes June 30 (10% of funding allocated).
- Applications must meet pre-eligibility criteria, including non-profit status, benefit to Township residents, financial stability, and an adequate project budget.
- Applicants are encouraged to consult with Township staff to ensure in-kind support requests align with available resources.
- Late or incomplete applications will not be considered.

2. ELIGIBILITY CRITERIA

- Applicants must be registered as a non-profit organization in the Province of BC or as a charitable organization with the Canada Revenue Agency or a recognized non-profit committee.

- Located within the Capital Regional District, its services benefit Township residents.
- If funding is for an event, then the event needs to be hosted within the boundaries of the Township of Esquimalt.
- Active, ongoing volunteer involvement.
- Financial stability and accountability.

3. FUNDING GUIDELINES

- Council will determine the annual Local Grants funding level as part of each five-year Financial Plan. This amount will remain fixed for the Council term unless otherwise amended.
- Funds may be used for:
 - Innovative strategies to enhance events.
 - Marketing, short-term specialized contractors, or temporary infrastructure.
- Exclusions include operational expenses, administrative costs, political activities, and projects outside approved timelines.

4. EVALUATION CRITERIA

Applications will be assessed based on the following weighted criteria:

Outcomes	40%	Will the project add social value to the community and economic value to businesses?
		Are local organizations and/or businesses partnering or sponsoring the event, indicating confidence in its success and building collaboration and partnerships?
Quality	20%	Does the type of event/project align with the priorities and values of the Township?
		Does the applicant demonstrate experience delivering the required activities/services?
Feasibility	20%	Can the event/project be delivered on time, on budget and to a high standard?
		Is the event sustainable and able to run in future years?
Reach	20%	Is there greater community involvement and support for the event, reflecting overall confidence in its benefits?
		Will the project benefit Esquimalt's broader community?
		Is the event/project low to no-cost?

5. GRANT REVIEW PROCESS

- A Local Grants Committee comprising three Council members evaluates applications and submits recommendations to Council. Two staff members from either economic development, parks and recreation or finance will be available to support the committee.
- Council approves final funding decisions.

- All applicants will be informed of the council's decision. Additionally, the Township's website will be updated with a list of those who were successfully awarded funding and the amounts they will receive.

6. REPORTING REQUIREMENTS

Recipients must submit a final report by December 31, including:

- Evidence of fund usage (invoices, receipts).
- An evaluation of the project's goals and outcomes.
- Documentation of community impact and evidence of acknowledgment of Township support.
- Failure to report may disqualify recipients from future funding.

7. CONDITIONS OF SUPPORT

- Funds must be used for approved purposes only. Unused funds must be returned.
- Acknowledgment of Township support is required in all publicity materials.
- Grant recipients are encouraged to adhere to principles of Inclusivity, Diversity, Equity, and Accessibility (I.D.E.A.)

COMMUNITY EVENTS:

- Events must be hosted within Township boundaries to qualify for financial or in-kind support.
- In-kind contributions, such as facility use or staff time, are subject to pre-approval and availability.
- Event organizers must provide proof of insurance coverage, naming the Township as an additional insured.