

## Table of Contents

GLOSSARY.....	3
PROGRAM OVERVIEW.....	3
PROGRAM OBJECTIVES.....	3
COUNCIL'S STRATEGIC PRIORITIES IN RELATION TO LOCAL GRANTS.....	4
AVAILABLE FUNDING.....	5
LOCAL GRANTS FUNDING PROGRAM DATES.....	5
ELIGIBILITY CRITERIA.....	5
WHO CANNOT APPLY?.....	6
WHAT IS ELIGIBLE FOR FUNDING?.....	6
WHAT IS NOT ELIGIBLE FOR FUNDING?.....	6
APPLICATION PROCESS.....	6
LIMITATIONS.....	6
PRE-ELIGIBILITY CRITERIA.....	7
<b>Financial Information.....</b>	<b>7</b>
<b>Project Budget and Quotes.....</b>	<b>7</b>
APPLICATION ASSESSMENT CRITERIA.....	7
ASSESSMENT & DECISION PROCESS.....	8
NOTIFICATION PROCESS.....	9
FINANCIAL AGREEMENT.....	9
GRANT PAYMENT PROCESS.....	9
ACKNOWLEDGEMENT OF FUNDING.....	9
TIPS – APPLYING FOR GRANTS/FUNDING.....	10
WHEN YOU SUBMIT.....	11
REPORT PROCESS.....	11
APPLICANT SUPPORT.....	12

### Land acknowledgement

The Township of Esquimalt acknowledges with respect that it is within the Traditional Territories of the Kosapsum Nation and Songhees Nation.

Esquimalt Council values its relationship with First Nations, which has included working with Kosapsum Nation and Songhees Nations to support economic, cultural, social, and environmental opportunities.

## GLOSSARY

“Application Assessment Criteria”	The criteria used to evaluate grant applications include quality, feasibility, reach, and outcomes.
“Council’s Strategic Priorities”	Key areas of focus and objectives set by the Township Council.
“Eligibility Criteria”	Specific requirements that organizations must meet to apply for the grant.
“Grantees”	Organizations or individuals that receive grants.
“I.D.E.A. (Inclusivity, Diversity, Equity, and Accessibility)”	A core value of the Township focused on creating a positive, inclusive culture.
“In-kind Amounts”	Non-monetary contributions, such as equipment, facilities and services, are provided instead of cash.
“Local Grants Funding Program”	A grant program funded by the Township of Esquimalt aimed at supporting local organizations in achieving a shared vision for the community.
“Pre-Eligibility Criteria”	Initial requirements must be met before an application can proceed to the full assessment.

## PROGRAM OVERVIEW

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

The objectives of the Local Grants Funding Program are to:

### **Foster thriving and equitable communities.**

Support projects that empower residents of all backgrounds to promote active living and healthy lifestyles, celebrate arts and culture, and enhance community well-being.

### **Build capacity and resilience.**

Invest in initiatives that strengthen community organizations, develop leadership skills, and promote environmental sustainability.

### **Advance education and innovation.**

Encourage projects that provide accessible and inclusive educational opportunities, support youth development, and foster research and innovation.

**Enhance social well-being.**

Fund programs that address social needs promote mental and physical health and provide essential services to vulnerable populations.

**Align with Council's Strategic Priorities.**

Ensure that funded projects contribute to the broader goals and vision set forth by the Council.

COUNCIL'S STRATEGIC PRIORITIES IN RELATION TO LOCAL GRANTS.

**Climate Resilience & Environmental Stewardship**

- Increased adoption of sustainable practices: Grants support projects that reduce carbon emissions, promote renewable energy, conserve water, and improve waste management in the community.
- Enhanced natural environment: Funding enables projects that protect and restore ecosystems, enhance biodiversity, and promote green spaces.
- Improved community resilience: Grants support initiatives that help the community adapt to climate change impacts, such as extreme weather events and rising sea levels.

**Diversified & Thriving Economy**

- Job creation and economic growth: Grants stimulate the creation of new businesses, support the expansion of existing businesses, and foster innovation and entrepreneurship.
- Enhanced workforce development: Funding supports training programs, skills development initiatives, and education opportunities to equip residents with the skills needed for a changing economy.
- Increased economic diversification: Grants encourage the development of diverse industries and sectors, reducing reliance on any single economic driver.

**Engaged & Health Community**

- Increased community participation and engagement: Grants support projects that promote civic engagement, volunteerism, and community-led initiatives.
- Improved access to health and wellness services: Funding enables the provision of health programs, mental health support, and recreational opportunities for all residents.
- Enhanced cultural vibrancy: Grants foster the arts, culture, and heritage, creating a rich and diverse community identity.

**Good Governance & Organizational Excellence**

- Increased transparency and accountability: Grants support organizations in adopting best practices in governance, financial management, and reporting.
- Enhanced capacity of community organizations: Funding enables organizations to strengthen their operations, build their leadership, and improve their service delivery.

- Improved collaboration and coordination: Grants encourage partnerships and collaborative efforts between organizations to address complex community challenges.

### **Strong Relationships & Partnerships**

- Strengthened relationships with Indigenous communities: Grants support projects that promote reconciliation, cultural understanding, and collaboration with Indigenous peoples.
- Enhanced community partnerships: Funding facilitates the development of strong partnerships between the municipality, community organizations, businesses, and other stakeholders.
- Increased regional collaboration: Grants encourage collaboration with neighbouring communities and regional organizations to address shared challenges and opportunities.

### AVAILABLE FUNDING

The Local Grants Funding Program is set at approximately \$160,000 per annum, is a combination of cash and/or in-kind, and is subject to final budget considerations and approvals within the Township's financial plan.

### LOCAL GRANTS FUNDING PROGRAM DATES

The Local Grants Funding Program will have two rounds per year.

Round One will open in October and close on November 30, with 90% of funding allocated for the following financial year. Funds must be fully expended and reported on by the end of the following year.

Round Two, which will have 10% allocated of the total funding, will open in May and close on June 30. Funds must be expended and reported on before applying again for either Round One or Round Two.

### ELIGIBILITY CRITERIA

Applications for the Local Grants Funding Program are open to registered organizations or not-for-profit organizations that meet the eligibility criteria:

- Registration as a non-profit organization in the Province of BC or as a charitable organization with the Canada Revenue Agency.
- Located within the Capital Regional District, and its services benefit Township residents.
- If funding is for an event it needs to be hosted within the boundaries of the Township of Esquimalt.
- Active, ongoing volunteer involvement.
- Financial stability and accountability; and

- Diverse funding sources and increasing financial self-sufficiency.

#### WHO CANNOT APPLY?

- Government Agencies or Departments of Local, State or Federal Government
- Organizations that have outstanding reports for previously received Local Grant funding.

#### WHAT IS ELIGIBLE FOR FUNDING?

- Implementation of new innovative strategies to increase visitation to existing events, including event development and tourism marketing.
- Marketing costs.
- Engagement of short-term specialized contractors.
- Hire temporary infrastructure.

#### WHAT IS NOT ELIGIBLE FOR FUNDING?

- Development of privately owned facilities without broader community benefit.
- Funding for cash, donations, prize money or sponsorship.
- Operational Expenses (e.g. – wages, rates, water & utility rates).
- Administration expenses/sundries (e.g. – printer cartridges, stationery, tea, coffee).
- Full-time employment costs.
- Catering for the event.
- Payment of a debt.
- Political activities.
- Projects anticipated to take place outside the dates specified by Council.
- Events or activities which have already started (no retrospective funding).
- Projects run solely for fundraising purposes, without broader community benefit.

#### APPLICATION PROCESS

- All Local Grant Funding applications are completed and submitted online via the form on the Township's website.[link]
- Please ensure you have met with the Recreation Co-ordinator to ensure facilities and in-kind requests can be accommodated.
- In-kind requests need to be included in your budget and are subject to availability.
- The application assessment process takes approximately 4- 6 weeks from the date that the Round closed. Please plan accordingly.

#### LIMITATIONS

- Satisfying the requirements under the Local Grants Funding Program Policy and Guidelines does not guarantee the receipt of a grant.

- Depending on the number of grant applications, organizations may not receive the full amount of their request.
- Approval of a local grant does not automatically represent a commitment to ongoing annual funding unless an agreement has been signed for a multi-year financial agreement.

#### PRE-ELIGIBILITY CRITERIA

##### **Financial Information**

The applicant organization must attach its latest audited financial statement and two (2) of its most recent bank statements to the application form.

##### **Project Budget and Quotes**

The applicant organization needs to ensure that;

- The project budget is thoroughly thought through, realistic and value for money.
- Where and if possible, grant funds must be spent on suppliers located within the Township of Esquimalt.
- Only attach one (1) quote from each supplier of goods and services (i.e., If your organization obtained three quotes, only attach the quote your organization has decided to accept).
- Quotes need to be dated, authentic and no more than two (2) months old.

#### APPLICATION CHECKLIST

- Online form - Part A – Application
- Online form -Part B – Budget & quotes
- List of current board members
- Financial Statements
- Copy of your BC not-for-profit Society registration (if not previously submitted)

#### APPLICATION ASSESSMENT CRITERIA

The Local Grant Funding Program is designed to meet and respond to the Council's several strategic priorities. [Read more about the Council's Strategic Planning and Policy.](#)

The Local Grant Application Assessment Criteria carries a total percentage weighting of 100% and is broken down as follows –

Quality	20%	Does the type of event/project align with one or more of Council’s Strategic priorities?
		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?
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?

#### ASSESSMENT & DECISION PROCESS

Applicants need to be aware that the Council’s Local Grants Funding application process takes approximately four (4) to six (6) weeks from the date that the round closes.

1. Pre-assessment:  
 Staff will assess the pre-eligibility criteria for each Local Events Grant application in accordance with the Local Grant Guidelines. If the pre-eligibility criteria have not been met, the application may not proceed to the Application Assessment Criteria stage.
  
2. Application Assessment Criteria:  
 When the applications have been assessed as meeting the pre-eligibility criteria, they progress to the Application Assessment Criteria stage and are assessed against the percentage-weighted questions. The Local Events Committee individually assesses each application against the criteria using a scoring system. The Committee consists of Three (3) Councilors – nominated by the Council;

Should a member of the Committee have a conflict of interest concerning a grant application, another Councilor or staff member will be temporarily appointed to assess that application.

The committee members meet to review and assess the results of the assessment process for all the Local grant funding applications and agree on which applications should be recommended for funding. Two staff members from either economic development, parks and recreation or finance will be available to support the committee.

3. Council Approval:

Staff compile funding recommendations into a report before progressing to a Council Meeting for consideration and adoption.

#### NOTIFICATION PROCESS

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.

#### FINANCIAL AGREEMENT

Successful applicants will receive a funding offer & agreement via email to sign and return to staff.

#### GRANT PAYMENT PROCESS

Once the applicant has agreed and/or signed the financial agreement the grant payment process commences. Before the end of the financial year, depending on the funding round, all monetary payments will be issued, and Township departments will be advised of any approved in-kind amounts

#### ACKNOWLEDGEMENT OF FUNDING

All successful Local Grant Funding applicants are required to actively and publicly acknowledge the Township's financial support.

Examples of how the acknowledgement can be successfully achieved using several mediums, such as:

- Display the acknowledgement on a sign or poster at the project.
- Invite the Mayor/Councillors to the project (Allow a minimum of four (4) weeks' notice).
- Speeches presented at the event/project (some record of the speech, e.g. a print copy of the speech or video, would need to be retained for evidence).
- Book & borrow a Township banner to display at the project.

- Inclusion of the acknowledgement in all e.g. promotions/marketing/invitations/brochures/flyers/stickers.
- In your organization’s newsletter.
- In your organization’s email signature block.
- On your organization’s website.
- On your organization’s Facebook page or other social media pages or in letters your organization sends to supporters/members/participants/volunteers.

**Note:** it is important to consider how you will document the above examples, such as taking photos or making copies of these acknowledgement types.

If your organization successfully receives funding, you must show evidence of at least three acknowledgement types and attach these to your report.

#### TIPS – APPLYING FOR GRANTS/FUNDING

- One of the core values at the Township is Equity, Diversity and Inclusiveness. We share in the responsibility to create a positive culture, honour differences, and safeguard equity, inclusion and dignity for all. Where possible, consider telling us more about your Inclusivity, Diversity, Equity, and Accessibility (I.D.E.A.) in your application.
- Consider using a generic email address and password for your organization that can be passed on to the new governance committee each year (e.g. nameoforganization@gmail.com)
- Before you start your application, visit the Townships website, Local Grant Funding Program, and read the Guidelines and FAQs.
- Start your application early - don’t leave it to the last minute.
- Don’t assume the panel assessors of your application have any knowledge about your organization or your project. Explain your project as fully as possible.
- Have access to a computer and the internet, as all application and acquittal forms are to be completed online via the online form.
- If you don’t feel you are tech-savvy enough, ask a friend, relative or another member of your organization to help you. If you require further assistance, please contact a township staff member.
- Use plain language and clear messages.
- Highlight key points and be outcomes-focused.
- Be consistent with themes throughout the application and use a logical format.

#### PREPARE FOR UPLOADING DOCUMENTS

- Preview the application form first to determine which documents may need to be uploaded.

- The documents you submit with your application or report form must be in electronic format (e.g., PDF, Word, Excel).
- When saving documents to upload, give them meaningful names, for example:
  - Bank Statement - Date;
  - Partnership Agreement – X Company - Date;
- Examples of the types of documents that may need to be uploaded include:
  - Quotes – must be dated, no more than two (2) months old and from local suppliers of goods and services where possible.
  - Evidence of legally incorporated not-for-profit entity status.
  - Evidence of financial viability.

#### WHEN YOU SUBMIT

- Ask someone else to read your application – both to proofread and to check that it makes sense.
- Check spelling and grammar.
- Check all supporting documentation is attached.
- Submit your completed application earlier than the closing date to avoid being unable to submit, e.g., power, internet, or computer outages.
- Check your email inbox, junk mail, or spam folder to ensure you receive the confirmation email advising that your application form was successfully submitted.

#### REPORT PROCESS

- The applicant will be emailed a confirmation of the approved funding and two versions of the Township logo.
- The successful grant recipient must provide the Township with a completed report within eight (8) weeks from the project end date.
- The reporting process is required to ensure that public monies awarded to grant recipients have been expended for the purpose approved, as per the Application Form and in line with the terms and conditions of the policy.
- The applicant will need to attach one (1) of the following as evidence that the funding has been expended –
  - Attach a copy of the tax invoice and the receipt of payment or
  - If payment is made online via internet banking, attach a copy of the tax invoice and
  - a copy of the completed online internet transaction showing the receipt number or

- Attach a tax invoice demonstrating a nil balance; or
  - Attach a copy of the tax invoice with the payment details written on it (e.g., the date, the amount paid, and how it was paid – EFT/cheque or cash).
- 
- The Report can be completed online via the website or emailed.
  - When the funding received has been assessed as fully reported on, the applicant will receive a confirmation email, and the grant file will be closed.
  - If the funding is not fully reported, the applicant will be ineligible for any future Council funding until a satisfactory acquittal is received.

#### APPLICANT SUPPORT

It is important that applicants submit a well-thought-out and well-developed application that answers all eligibility questions, addresses all the criteria, and provides the documentary evidence and support documents required.