



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants Policy

NO. ADMIN - 32

POLICY:

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

PROCEDURES:

ELIGIBILITY

- Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.
- No retroactive funding applications will be considered.
- No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.
- No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with.
- In order to eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations unless the applicant can demonstrate to the Local Grant Committee that grant monies received from the Township will not be used to fund grants to other organizations.
- Any additional support from the Township, such as a permissive tax exemption or an in kind contribution must be reported in the application. The type and the amount of support will be considered by the Local Grant Committee and Council when determining whether to approve financial support.

ESTABLISHED EVENTS

An Event may be designated as an Established Event if it satisfies the following criteria:

- Events have been held within the Township during the last two consecutive calendar years; and
- All annual reporting requirements under this Policy have been submitted.

Once designated as an Established Event, Council may approve a core amount which would be issued to the organization annually however the goal should be that financial support received from the Township will be reduced in each subsequent year. Organizers of Established Events are required to submit event and financial details to the Director of Financial Services prior to November 30 each year to allow for Council consideration.

Organizers of Established Events will not be required to submit a Local Grant application unless they wish to seek an increase to the core amount. In these instances, an application

EFFECTIVE DATE:
February 22, 2016

APPROVED BY:
Council

REF:
Staff Report
FIN-16-002

AMENDS NO.
July 11, 2011

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will need to be submitted to request the additional amount only. This request would be considered by the Local Grant Committee.

Funding for all established events will be reviewed and approved by Council prior to December 31 each year. Once approved, the funds will be allocated from the Local Grant Account within the following year's Financial Plan and payments will be issued prior to January 31.

FUNDING

Each year Council may provide an amount of funding equal to the prior year's funding for Local Grants increased by the same percentage as the prior year's approved average residential tax increase. In the event that the prior year's approved tax increase is lower than 2.00%, a minimum 2.00% increase shall be applied to the Local Grant Account within the Financial Plan.

A Local Grant Committee, consisting of Council members appointed by the Mayor, will recommend the allocation of grants for programs, initiatives and new events. This recommendation is not to exceed ninety (90) percent of the Local Grant Account balance remaining after the allocation of any approved funding for Established Events. Subsequent to Council's approval of the Committee's recommendations, any balance remaining in the account may be allocated throughout the remainder of the year at the discretion of Council.

APPLICATION PROCEDURES

- Application forms can be obtained from the Township's Financial Services Department or the Township website. Completed forms, together with any of the required supporting documents may be delivered, mailed, emailed or faxed to the attention of the Director of Financial Services.
- The application submission deadline for Established Events is November 30 each year. For all other applicants, the annual application deadline is March 15.
- The application must include:
 - the nature and goals of the project;
 - the names of those who will be involved in carrying out the project and, if applicable, a list of the Board of Directors;
 - a projected statement of revenue and expenses for the project;
 - a statement indicating the projected impact of the project on the Township of Esquimalt; and,
 - the prior year's financial statement for the organization.
- Organizations are encouraged to provide details regarding Green initiatives which will form part of their event planning and execution. For additional information and guidance, please refer to the Township's Green Event Planning Guide located at www.esquimalt.ca/greenevents.
- If the organization submitting an application received a grant in the previous year, copies of any printed material (ads, press releases, programs, etc.), which acknowledge the financial support of the Township should be included.
- Completed application packages must be received by the Township no later than March 15th in each year in order to qualify for the 90% pool.
- Results of applications will be made known following ratification by Council.

ASSESSMENT PROCESS

- Applications will be reviewed by staff to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
- The Local Grants Committee will be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term of a Council and will be supported by a representative from the Finance Department.
- For an application to be considered, petitioners for grants **must** appear before the Committee to speak to their application for a maximum of 5 minutes at a date and time arranged by the Township. Following the presentation, the Committee will deliberate their recommendation to Council on the allocation of funds. Council will make the final decision on the allocation of funds.
- To access the funds remaining after the 90% pool has been allocated, applicants must submit an application and then appear before Council for a direct decision on funding.

CONDITIONS OF FUNDING

- The applicant must acknowledge the support of the Township in all printed and publicity material related to the project including banners and signs on site during the event.
- Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
- At the completion of the project, the applicant must submit a final report within 120 days which includes:
 - a brief evaluation of the project;
 - a financial statement of actual revenue and expenses for the project (where applicable);
 - details regarding the Green performance of their event (where applicable);
 - attendance figures (where applicable);
 - number of participants in the project; 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 as soon as practical. The Township of Esquimalt reserves the right to request the return of the grant.

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

LOCAL GRANT APPLICATION

For Year: _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ Fax: _____ email: _____

Contact Person: _____

Position(s) with Organization: _____ Phone: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

Have you applied before? _____ When? _____ Grant Received: \$ _____

If yes, have you submitted a final report for previous year funding? Yes [☐] No [☐]
(note: report must be submitted to receive consideration for further funding)

Fiscal year of organization: From _____ To _____

Are you currently receiving benefit from a Property Tax Exemption
from the Township of Esquimalt? Yes [☐] No [☐]

Incorporation number and date of incorporation: _____

Registered Canadian Charitable Organization number: _____
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Is your organization based in Esquimalt Yes [☐] No [☐]

Is the project for which you are requesting funding based in Esquimalt? Yes [☐] No [☐]

If yes, please provide the location/address: _____

Describe your organization, its mandate and program(s): _____

Describe the project for which funds are being sought. Please indicate why you think it should receive municipal funding. Feel free to use additional sheets of paper.

Project Description (including date and location): _____

Purpose of this project: _____

The names of those involved in carrying out the project: _____

Green Event Initiatives: _____

Benefit to Esquimalt: _____

PROJECT BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative. (note: Expenditures must NOT exceed Revenues)

REVENUE (Please state source)		EXPENDITURE (Please itemize)	
Description	Amount	Description	Amount
SECURE			
Subtotal			
SPECULATIVE			
Subtotal			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist in the assessment of your project.

Please mail or fax this application to:

Director of Financial Services
Corporation of the Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Phone: 414-7141
Fax: 414-7111