



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Local Grants Policy

NO. FIN - 20

PURPOSE:

This grant program is designed to financially assist community groups and not-for-profit societies and organizations with achieving their objectives. Local grant funding is intended to provide support 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 delivered or mailed to the Municipal Hall; or sent electronically to the Director of Financial Services.
- For applications to be considered by the Local Grant Committee, they must be received by December 31 during the first year of each new Council. Each application must provide evidence of the following:
 - Registration as non-profit organization in the Province of BC or as a charitable organization with the Canada Revenue Agency;
 - Being located within the CRD and its services benefit Township residents;
 - Active, ongoing volunteer involvement;
 - Financial stability and accountability; and
 - Diverse funding sources 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;
 - description and key objectives 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 considered the responsibility of other governments; and
 - Costs not directly associated with the approved project, program or event.
- No retroactive grant applications will be considered.
- Any requests received after the December 31 deadline will be presented to Council only after all relevant documentation including an application form, budget details, and financial information are received.

EFFECTIVE DATE:

August 28, 2023

APPROVED BY:

Council

REFERENCE:

FIN-21-019
FIN-16-014
Formerly ADMIN - 32

AMENDS NO.

November 1, 2021
February 5, 2021
February 22, 2016
October 3, 2016
November 1, 2021

Page 1 of 4

FUNDING

- Council will approve an amount each year within the Financial Plan which is intended to support organizations seeking local grant support. This annual amount will be established during the first year of each new Council term and will remain unchanged for a four-year period unless otherwise approved by Council.
- Following its review of applications, the Local Grants Committee will recommend annual support for individual programs, projects, and events for a period ranging between one and four years. The total recommended allocation amount for each year may not exceed the local grant account balance in the Financial Plan.
- After approval by Council, no additional applications will be reviewed by the Committee until the start of the next Council term. If any portion of the annual local grant account remains unallocated, the balance will be transferred to accumulated surplus at the end of the fiscal year.

LIMITATIONS

- Satisfying the requirements under this Policy does not guarantee that a grant will be received.
- Based 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.

GRANT REVIEW PROCESS

- The Local Grants Committee will consist of three Council members. Administration support will be provided by a representative from the Financial Services Department.
- Submissions will be reviewed by the Director of Financial Services to ensure each application is complete and that all conditions have been satisfied. Once these reviews has been performed, applications will be forwarded to the Local Grants Committee.
- Committee members will evaluate applications during the first year of a new Council. This will involve the use of established criteria to score each application based on the information submitted.
- The Committee will meet prior to February 28 to discuss their evaluations and draft recommendations regarding the allocation of annual financial and in-kind support for each applicant during the four-year term.
- Council will approve the final decision regarding the allocation and levels of support.
- Prior to March 31 each year, all monetary payments will be issued, and Township departments will be advised of any approved in-kind amounts.
- 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's website.

EFFECTIVE DATE:

August 28, 2023

APPROVED BY:

Council

REFERENCE:FIN-21-019
FIN-16-014
Formerly ADMIN - 32**AMENDS NO.**November 1, 2021
February 5, 2021
February 22, 2016
October 3, 2016
November 1, 2021**Page 2 of 4**

EVALUATION CRITERIA

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

Organizational Capacity - 20%

Organization's role and history in the community; Organization has sufficient experience and capacity to complete program, project or event; Moving towards financial self sufficiency

Project or Event Description - 25%

Details regarding the program, project or event including: (i) target audience, (ii) key goals and objectives, (iii) anticipated outcomes; Detailed program or event work plan with reasonable timelines

Budgetary Details - 25%

Adequacy of budget for proposed program, project, or event; Other potential sources of revenue; Plans to cover any potential revenue shortfall

Community Impacts and Involvement - 30%

Township residents anticipated to access or participate in the program, project or event; Partnerships with other community groups; Level of volunteer involvement; Environmental and sustainability initiatives during planning and execution.

CONDITIONS OF SUPPORT

- Funds must be used for the requested purpose. 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 related publicity material, including on-site banners and signage.
- Each recipient of financial support (other than community events) must submit a final report to the Director of Financial Services by December 31 each year. Failure to do so could jeopardize funding support for the next year. This report should include the following details for their project, program, or event:
 - a brief evaluation (based on the pre-established goals and objectives);
 - financial statements with related actual revenue and expenses;
 - numbers of volunteers and participants; and
 - an assessment of the community impact
- Under any circumstances, if the program or project is not completed, the grant recipient organization must notify the Township during the same calendar year the funding was

EFFECTIVE DATE: August 28, 2023	APPROVED BY: Council	REFERENCE: FIN-21-019 FIN-16-014 Formerly ADMIN - 32	AMENDS NO. November 1, 2021 February 5, 2021 February 22, 2016 October 3, 2016 November 1, 2021	Page 3 of 4
---	--------------------------------	--	---	--------------------

received. The Township of Esquimalt reserves the right to request reimbursement of any grant provided.

COMMUNITY EVENTS

- Funding support for community events will be considered if the event is to be held within the Township boundaries.
- Only community events will be eligible to receive in-kind support, unless otherwise approved by Council. Any approved in-kind support is intended to provide value to the events through the utilization of Township facilities, equipment, or staff labour hours without requiring a cash payment for the related costs.
- Prior to the submission of a grant application, staff will work with event organizers to determine a cost estimate based on expected in-kind utilization. This estimate must be submitted with their application and include a contingency amount deemed appropriate by the Director of Parks and Recreation. In-kind utilization of more than the approved amount will require a payment to the Township.
- Each event committee will be responsible for coordinating and obtaining insurance coverage for their event which must include a minimum of \$5,000,000 liability coverage and identify the Township as an additional insured. Evidence of this insurance coverage must be provided to the Director of Financial Services prior to commencement of the event.
- All community events receiving financial and/or in-kind support are required to arrange a presentation to Council annually. This presentation should attempt to include all the details summarized under "Conditions of Support".

EFFECTIVE DATE: August 28, 2023	APPROVED BY: Council	REFERENCE: FIN-21-019 FIN-16-014 Formerly ADMIN - 32	AMENDS NO. November 1, 2021 February 5, 2021 February 22, 2016 October 3, 2016 November 1, 2021	Page 4 of 4
---	--------------------------------	--	---	--------------------