

COUNCIL POLICY

SUBJECT: SAANICH COMMUNITY GRANTS PROGRAM	
ISSUED: January 14, 2013	INDEX REFERENCE:
	COUNCIL REFERENCE: 13/CNCL (Replaces 03/105, 88/CW, 90/CW)
AMENDED: October 7, 2013	COUNCIL REFERENCE: 13/CNCL

1.0 PURPOSE STATEMENT AND GENERAL GUIDELINES

The purpose of the Saanich Community Grants Program is to provide financial support to non-profit community associations and organizations for services, projects or events that contribute toward the Saanich vision described in the Official Community Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations in helping the District of Saanich maintain a strong community focus.

Grant awards will be limited to funding levels established from time to time during the annual financial plan process.

Until such time as grant applications exceed available budget funding, all projects will be considered. If and when applications exceed available funding, priority will be given to new applicants. Any funds budgeted but not expended will be carried forward and added to next year's budget.

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Small Sparks Project Grants awarded by the Director of Finance. More than one grant will not be awarded for the same service, project or event.

A summary of grant awards will be published annually prior to January 31st of the following year.

COMMUNITY GRANTS PROGRAM

The Community Grants Program consists of two primary elements: Operating Grants and Project Grants. The Program is coordinated by the Finance Department, with participation from appropriate Departments relative to areas of direct expertise.

Applications will be accepted from eligible organizations in the following categories:

1.1 Operating Grants

- Community or Social Service Grant
- Community Association Operating Grant
- Community Dry Grad Grant

1.2 Project Grants

- Community Project - Small Sparks Grant
- Community Project - Neighbourhood Matched Project Grant
- Community Project - Sustainability Grant

2.0 PROGRAMS EXPLAINED

2.1 EXPRESSIONS USED

Community Association: Means a Saanich-based non-profit association registered under the Society's Act serving a population in a particular geographic area and has been recognized by Council, either through the local area planning process, through historical precedent or through a special resolution of Council. The association must be open and inclusive, actively encourage neighbourhood participation and engage diverse community members.

Non-Profit Organization: Means an association or organization that is registered under the Society's Act and where funds or profits are used only for purposes of the society itself. The organization must be open and inclusive, actively encourage community participation, engage diverse community members, and provide service to and/or include people who live and/or conduct work in Saanich.

In-Kind Contribution: Refers to community-matched contributions through volunteer labour, donated materials, or donated professional services and shall be valued at the market cost necessary if hired or purchased.

2.2 OPERATING GRANTS

1. **Community or Social Service Operating Grants** are provided to non-profit organizations needing assistance to enhance their ability to address community or social issues or to provide access to appropriate community services that directly benefit the Saanich community.
2. **Community Association Operating Grants** are provided to eligible, active, community associations to assist in defraying the annual administrative cost of operations.
 - Eligible community associations that represent a population area of less than 10,000 may receive an annual operating grant of up to \$1,100 based on expenditures.
 - Eligible community associations that represent a population area of more than 10,000 may receive an annual operating grant of up to \$1,650 based on expenditures.
 - All eligible community associations may receive an annual liability insurance grant of up to \$500 per year based on expenditures.
 - The Saanich Community Association Network (SCAN) may receive funds to offset secretarial/administrative services to a maximum of \$1,500 per year based on expenses submitted.

3. **Community Dry Grad Grants** are provided to a graduating class of a Saanich Secondary School to support building a safer community through youth awareness and promotion of an alcohol free event.
 - Secondary school graduating class organizing committees may be eligible for up to \$5 per graduating student per year.

2.3 PROJECT GRANTS

1. **Small Sparks and Neighbourhood Matched Project Grants** provide funding to encourage community associations and other neighbourhood based non-profit organizations and community groups to undertake projects or events which strengthen neighbourhoods, promote participation and involvement through activities, build collaborative relationships and demonstrate an overall lasting benefit to the Saanich community as follows:

<p>Small Sparks Project</p> <p>Small Sparks are limited to a maximum amount of \$500 per project.</p> <p><i>Projects must be able to be completed within 6 months of receipt of the grant.</i></p> <p><i>Awards are administered by the Director of Finance.</i></p>	<p>Projects/events within this category could include for example:</p> <ul style="list-style-type: none"> • neighbourhood beautification • tree planting • invasive species removal (tools) • graffiti removal
<p>Neighbourhood Matched Project</p> <p>The maximum amount toward any one small project or event is \$3,000. Funding must be matched by the applicant.</p> <p><i>Projects must be able to be completed within 12 months of receipt of the grant.</i></p> <p><i>Awards are approved by Saanich Council.</i></p>	<p>Projects/events within this category could include for example:</p> <ul style="list-style-type: none"> • park improvements/restoration • playground equipment, benches • interpretive signage • community education • Council approved murals (permit required)

2. **Sustainability Grants** are provided to community associations and non-profit organizations undertaking small projects that clearly demonstrate the principles of: protect and enhance air, water and land quality; sustain community infrastructure; energy efficiency and green technologies.

Sustainability Project

Grants are available for any one project or event from \$1,000 to \$10,000. Funding requests over \$5,000 must be matched by the applicant.

Projects must demonstrate ability to be undertaken and completed in a timely fashion.

Awards are approved by Saanich Council.

Projects/events within this category must meet minimum sustainability benefit requirements based on the project's ability to:

- Support Saanich's sustainability goals
 - Demonstrate potential project results/successes
 - Enhance the capacity of individuals or communities to engage in sustainability
 - Foster long-term behavioural change
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3.0 REQUIREMENTS AND ELIGIBILITY

3.1 OPERATING GRANTS

a. Community or Social Service Grant

- Non-profit organizations may be eligible for a community or social service grant operating grant if they can demonstrate financial need.
- Non-profit organizations must provide a written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community.

b. Community Association Operating Grant

- Community associations may be eligible for an operating grant if they can demonstrate financial need.
- Where more than one community association represents a population in the same geographic boundary, the Community Association Operating Grant may be divided equally amongst the applying Associations.

c. Community Dry Grad Grants

- Secondary school graduating class organizing committees may be eligible for funding if they demonstrate financial need and can provide a letter of support from the School Principal.

3.2 PROJECT GRANTS**a. Small Sparks Grant**

- Community associations and other neighbourhood based non-profit organizations or community groups may be eligible for a project grant if they can demonstrate financial need, a local geographic and social identity and active participation.
- Eligible projects must significantly improve the appearance of the neighbourhood and demonstrate an overall lasting benefit to the local community. Please note that projects must be able to be completed within six months of receipt of the grant.

b. Neighbourhood Matched Project Grant

- Community associations and other small neighbourhood based non-profit organizations or community groups may be eligible for a project grant if they can demonstrate financial need, a local geographic and social identity and active participation.
- Eligible projects must significantly improve the appearance of the neighbourhood and/or include events that engage and celebrate community. Please note that projects must be able to be completed within twelve months of receipt of the grant.
- Two letters of support from the local community must be provided including one from the local Community Association.
- For all Neighbourhood Matched Project requests, the total value of the matched contribution (cash or in-kind) from the group must at least equal the amount of the grant requested, *and* at least 25% of the value of the matched contribution must come from the neighbourhood.

c. Sustainability Grant

- Community associations or non-profit organizations may be eligible for a project grant if they can demonstrate financial need.

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- Eligible projects must improve the overall sustainability of the community and/or include events that engage and celebrate community sustainability initiatives.
 - All projects to be considered will need to meet minimum sustainability benefit requirements and will be evaluated based on the project's ability to:
 1. Support the sustainability goals for the municipality identified within the Climate Action Plan, the Climate Change Adaptation Plan, and/or the Saanich Strategic Plan.
 2. Demonstrate potential project results and successes.
 3. Directly enhance the capacity of individuals or communities to engage in sustainability.
 4. Foster long-term behavioural change.
 5. Undertake the proposed work in a timely fashion.
 - The maximum Sustainability Grant award to any one project is \$10,000 and the minimum grant award is \$1,000.
 1. Grant requests under \$5,000 may be eligible for full funding.
 2. All grant requests \$5,000 and over must be matched 100% and the group must demonstrate that 50% of the matching funds have been secured and are from external sources. The total value of the matched contribution (cash and in-kind) must at least equal the amount of the grant requested.

4.0 APPROVAL AND APPLICATION GUIDE

4.1 AWARDS WILL NOT BE PROVIDED TO AND/OR USED TO:

- individual persons, individual businesses, political groups, other government agencies, universities, colleges, schools or hospitals;
- organizations that receive funding from Saanich through regional or other grant processes (e.g. CRD Arts funding)
- accumulate funds for the same project over multiple years, fund the same project for multiple years, or fund projects already completed;
- combine applications for funding the same project or event;
- duplicate an existing public or private program;
- purchase land ;
- fund travel, conference workshops, training or professional development costs;
- fund a deficit or debt repayment.

4.2 APPLICATION

All grant requests must be submitted to the Director of Finance on or before February 1st, with the exception of requests for Small Sparks Project Grants which may be submitted at any time of the year. All grant requests must be submitted using the application form prescribed by the Director of Finance and must include all required documentation, unless otherwise indicated. Incomplete applications will not be considered.

a. Community or Social Service Operating Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1st.
- Applications will be considered by Council during the annual review of the Financial Plan.

b. Community Association Operating Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1st.
- Applications will be considered by Council during the annual review of the Financial Plan.

c. Saanich Community Association Network Operating Grant

- Submit invoice detailing specific secretarial and administrative costs to the Director of Finance at any time during the year.
- Invoices will be considered for approval within 4 weeks of receipt.

d. Community Dry Grad Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1st.
- Applications will be considered by Council during the annual review of the Financial Plan.

e. Community Project - Small Sparks Grant

- Submit completed application form and accompanying documents to the Director of Finance at any time of the year.
- Applications will be considered within four weeks of receipt.
- Recipients may be required to submit a progress report upon project completion. Deadline for the report will be outlined upon confirmation of the award.
- Small Sparks Project Grants are administered and awarded by the Director of Finance.

f. Community Project - Neighbourhood Matched Project Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1st.
- Applications will be considered by Council during the annual review of the Financial Plan.
- Recipients may be required to submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.

g. Community Project - Sustainability Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1st.
- Applications will be considered by Council during the annual review of the Financial Plan.
- Recipients must submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.
- Upon Council approval, 80% of the grant amount will be paid in advance, with the balance of 20% to be paid upon receipt of final report.