

The Corporation of the District of Saanich  
COMMUNITY GRANTS PROGRAM

## APPLICATION PROCESS OVERVIEW

**Objectives** Community Grants may be awarded for services, projects or events that contribute towards the Saanich Vision described in the [Official Community Plan](#) and align with [Council's Strategic Plan](#). Grants should enhance the community's ability to address community or social issues or provide access to appropriate community services that benefit the Saanich community.

### Types of Grants, Eligibility and How to Apply

<b>Strategic Priorities Grants</b>	
<b>To support registered societies and non-profit organizations with activities that advance actions and objectives in Saanich's Strategic Plan.</b>	
<b>Eligibility</b>	Eligible registered societies and non-profit organizations with activities and/or projects that advance actions and objectives in Saanich's Strategic Plan. View Saanich's <a href="#">2019-2023 Strategic Plan</a> . Applications reviewed by Standing Committee on Finance and Governance, then approved by Council.
<b>How to Apply:</b>	<ol style="list-style-type: none"><li>1. Complete the <a href="#">Strategic Priorities Grant application form</a>.</li><li>2. Complete the Financial Information Statement form as provided or attach your own financial documents.</li><li>3. Complete the Project Budget Statement Form as provided or attach your own budget documents.</li><li>4. Ensure you have identified which actions and objectives in Saanich's Strategic Plan are being supported and how, in the spaces provided on the application form.</li><li>5. If you have received a grant in the previous year, ensure you attach a one-page summary report on the achievement of program/project goals.</li></ol> <p>Completed applications must be received <b>on or before February 1<sup>st</sup></b>.</p>

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## Community Building Grants

### Community Events Grant

<b>Eligibility</b>	<p><b>To support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.</b></p> <p>Active, non-profit organizations and registered charities.</p> <p><i>*Require matching contributions (cash or in kind of 75% of total project cost).</i></p> <p>Applications reviewed by Standing Committee on Finance and Governance, then approved by Council.</p> <p>Maximum award \$7,500 per year.</p> <p>Events must be open to all to attend.</p> <p>No limit on applying for grant over multiple years for same event.</p>
<b>How to Apply:</b>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Community Building Grant application form</a>. <b>Select the Community Events Grant check box.</b></li> <li>2. Complete the Financial Information Statement form as provided or attach your own financial documents.</li> <li>3. Complete the Project Budget Statement Form as provided or attach your own budget documents.</li> <li>4. If you have received a grant in the previous year, ensure that you attach a one-page summary report on the achievement of program/project goals.</li> </ol> <p>Completed applications must be received <b>on or before February 1<sup>st</sup></b>.</p>

### Community Well-Being and Place-making Projects Grant

<b>Eligibility</b>	<p><b>To support projects that enhance public spaces or contribute to community vibrancy, or that support First Nations reconciliation.</b></p> <p>Active, non-profit organizations and registered charities.</p> <p><i>*Require matching contributions (cash or in kind of 75% of total project cost).</i></p> <p>Applications reviewed by Standing Committee on Finance and Governance, then approved by Council.</p> <p>Maximum award \$10,000 per year.</p> <p>Maximum of two consecutive years for the same project.</p>
<b>How to Apply:</b>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Community Building Grant application form</a>. <b>Select the Community Well-being and Place-making Project Grants check box.</b></li> <li>2. Complete the Financial Information Statement form as provided or attach your own financial documents.</li> <li>3. Complete the Project Budget Statement Form as provided or attach your own budget documents.</li> <li>4. If you have received a grant in the previous year, ensure that you attach</li> </ol>

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a one-page summary report on the achievement of program/project goals.

Completed applications must be received **on or before February 1<sup>st</sup>**.

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## Community Service Provider Grants

### Community Association Operating Grant and Annual Liability Insurance Grant

<b>Eligibility</b>	<p>To assist in defraying the annual administrative cost of operations, to facilitate communication to residents, and to organize all inclusive community events.</p> <p><b>Please note this grant is <u>ONLY</u> available to currently recognized eligible and active, Saanich-based community associations.</b></p> <p>Eligible community associations with a population area of less than 10,000 may receive an annual operating grant of up to \$1,100 based on expenditures.</p> <p>Eligible community associations with a population area of more than 10,000 may receive an annual operating grant of up to \$1,650 based on expenditures.</p> <p>All eligible community associations may receive an annual liability insurance grant of up to \$500 per year based on expenditures.</p> <p>Saanich Community Association Network (SCAN) may receive funds to offset secretarial/administrative services of up to \$1,500 per year based on expenses submitted.</p>
<b>How to Apply:</b>	<p>Complete the <a href="#">Community Service Provider Grant application</a>. <b>Select the check box of the grant(s) you are applying for.</b></p> <p>Complete the Financial Information Statement form as provided or attach your own financial documents.</p> <p>For the Annual Liability Insurance Grant, select the appropriate checkbox on the application form, and attach proof of payment.</p> <p>Applications may be made <b>at any time</b>, and awards are administered by the Director of Finance.</p>

### Other Community Service Provider Grant

<b>Eligibility</b>	<p>Active, non-profit organizations who provide a service, operate a facility owned by the municipality or have another formalized arrangement on an on-going basis. These grants are <u>not</u> awarded on a competitive basis and are approved by Council individually. <b>Eligible organizations are:</b></p> <ol style="list-style-type: none"> <li><b>1. Goward House Society</b></li> <li><b>2. Haliburton Community Organic Farm Society</b></li> <li><b>3. Horticulture Centre of the Pacific</b></li> <li><b>4. Saanich Heritage Foundation</b></li> <li><b>5. Saanich Volunteer Services Society</b></li> <li><b>6. Silver Threads Service</b></li> </ol>
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**Micro Grants**

**Small Acts of Vibrancy Grant**

<p><b>Eligibility</b></p>	<p><b>To support neighborhood initiatives that enhance or steward a public green space.</b></p> <p>Active non-profit organizations, registered charities, community associations or groups and small informal groups of Saanich residents.</p> <p>Maximum award \$500.</p> <p>Maximum annual award to all recipients is \$5,000.</p> <p>To support neighborhood initiatives that enhance or steward a public green space.</p> <p>Application may be made <u>at any time</u>; however, awards are administered by the Director of Finance on an annual first come, first served basis commencing January 1<sup>st</sup> of each year. Any unallocated funds will be carried forward and made available in the subsequent year.</p> <p>A progress report upon project completion may be required, the deadline for receipt of report will be outlined upon confirmation of the award.</p>
<p><b>How to Apply:</b></p>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Micro grants application form</a>. Select the <b>Small Acts of Vibrancy Grant check box</b>.</li> <li>2. Complete the Project Budget Statement Form.</li> <li>3. Ensure that you have identified which actions and objectives in Saanich’s Strategic Plan are being supported and how, in the spaces provided on the application form.</li> </ol> <p>Completed applications may be submitted <u>at any time</u> (first come, first served basis, commencing January 1<sup>st</sup>).</p>

**Community Dry Grad Grant**

<p><b>Eligibility</b></p>	<p><b>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.</b></p> <p>Saanich secondary school graduating class hosting an alcohol-free graduation event.</p> <p>Secondary school graduating class organizing committees may be eligible for up to \$5 per graduating student per year.</p> <p>Awards are administered by the Director of Finance.</p>
<p><b>How to Apply:</b></p>	<ol style="list-style-type: none"> <li>1. Complete the <a href="#">Micro grants application form</a>. Select the <b>Community Dry Grad Grant check box</b>.</li> <li>2. Ensure the Principal has either signed the application form or you have attached a letter of support from the Principal.</li> </ol> <p>Completed applications should be submitted <u>after your graduation event</u>, in order to provide final student numbers that attended the event.</p>

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**Grants will not be provided to and/or are to be used to:**

- individual persons, individual businesses, political groups, other government agencies, schools, universities, colleges or hospitals.
- organizations that receive funding from Saanich through regional or other grant processes.
- accumulate funds for the same project over 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.

**Administration of Grants:**

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Community Association Operating Grant and the Micro Grants, which will be awarded by the Director of Finance. More than one grant type will not be awarded for the same service, project or event.

**Submit all documentation to the Finance Department at:**

District of Saanich  
770 Vernon Avenue  
Victoria, BC V8X 2W7  
Attention: Finance Department  
Telephone: 250-475-1775  
Fax: 250-475-5440  
Email: [grants@saanich.ca](mailto:grants@saanich.ca)

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**FINAL CHECKLIST**

**Did you...**

<input type="checkbox"/>	Complete and sign the application form?
<input type="checkbox"/>	Complete the Financial Statement Form or provide your own financial documents?
<input type="checkbox"/>	Complete the Project Budget Statement Form or provide your own budget documents? (for Strategic Priorities, Community Building and Small Acts of Vibrancy Grants only)
<input type="checkbox"/>	Provide a letter of support or signature from the School Principal? (for Dry Grad Grants only)
<input type="checkbox"/>	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?
<input type="checkbox"/>	Provide full details about the matching contributions? (For Community Building Grants only)
<input type="checkbox"/>	Provide a one-page summary report on the achievement of your previous year's program/project goals? (For recipients of a grant in the previous year only)

**You are welcome to include any supporting documentation that would assist the District of Saanich in assessing your project.**

*Submit all documentation to:*

*District of Saanich  
770 Vernon Avenue  
Victoria, BC V8X2W7  
Attention: Finance Department  
Telephone: 250-475-1775  
Fax: 250-475-5440  
[email: grants@saanich.ca](mailto:grants@saanich.ca)*

**Reminder!**

Recipients of Micro Grants and Community Building Grants maybe required to submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.