



The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM
APPLICATION PROCESS OVERVIEW

Objectives Community Grants may be awarded for projects or events that contribute towards the Saanich Vision described in the Official Community Plan <http://www.saanich.ca/EN/main/community/community-planning/official-community-plan-ocp.html>. 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 and Eligibility

Operating Grants	Eligibility
Community or Social Services Operating Grant	Active, non-profit organizations
Community Association Operating Grant	Active, Saanich-based Community Associations
Community Dry Grad Grant	Graduating classes of Saanich Secondary Schools
Project Grants	Eligibility
Small Sparks Grant (max. \$500)	Provide funding to undertake projects or events that strengthen the community; promote participation and involvement; build collaborative relationships; and demonstrates overall lasting benefit to Saanich; and may be awarded for: - projects to improve the overall appearance of a neighbourhood; or - events that engage and celebrate community.
Neighbourhood Matched Project Grant* (max. \$3,000) <i>*Total value of the matched contribution must at least equal the amount of the grant requested. At least 25% of the value of the matched contribution must come from the neighbourhood.</i>	

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.
- 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.

Administration of Grants 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 and Community Dry Grad Grants, which will be awarded by the Director of Finance. More than one grant will not be awarded for the same service, project or event.



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HOW TO APPLY

Operating Grants:

1. Complete the Application Form, and
2. Attach the following information applicable to your grant request:

Community or Social Service Grant, attach the following:

- Financial Statement or Financial Information Statement Form provided.
- Written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community.

Community Association Operating Grant, attach the following:

- Financial Statement or Financial Information Statement Form provided.
- Written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community.

Dry Grad Grant, attach the following:

- Written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community.
- Letter of support from the School Principal.

3. Submit all documentation by February 1st to the Finance Department at address below:

Project Grants:

1. Complete Application Form, and
2. Attach the following information applicable to your grant request:

Small Sparks Grant, Attach the following:

- Project Budget Statement Form provided (complete sections (a) and (c) only).

Neighbourhood Matched Project Grant, attach the following:

- Financial Statement or Financial Information Statement Form provided.
- Project Budget Statement Form provided.
- Two letters of support, one from the Community Association.

3. Submit all documentation by February 1st to the Finance Department at address below:

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)



The Corporation of the District of Saanich
COMMUNITY GRANTS PROGRAM
APPLICATION FORM

Deadline for submission: February 1st

What grant are you applying for:

- | | | | |
|-------------------|---------------------------------------|-----------------|-------------------------------------|
| Operating Grants: | Community or Social Service Grant | Project Grants: | Small Sparks Grant |
| | Community Association Operating Grant | | Neighbourhood Matched Project Grant |
| | Community Dry Grad Grant | | |

Organization Information

Organization Name:			
Permanent Mailing Address:		City:	
Postal Code:	Email:	Fax Number:	
Contact Person (Name):		Phone Number:	
Have you applied for funding from other sources?	Yes	No	If yes, from whom? And for how much?

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. foi@saanich.ca.

Funding Request

Amount of grant request:
Written summary of request, organization information, service provided and benefit to Saanich; or description of project, activity or event (include date, time and location)
Description of how funds will be used and time frame to complete.
If you are applying for a Project Grant, provide a description of the community-matched contributions and attach Project Budget Statement Form.

Signature: _____ Date: _____



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FINANCIAL STATEMENT FORM

*The Financial Statement Form is not required for Dry Grad Grants
or if you are providing your own financial documents*

Organization: _____

Period ending date: _____

REVENUE:	
Advertising	<input type="text"/>
Bank Interest	<input type="text"/>
Donations	<input type="text"/>
Membership	<input type="text"/>
Operating Grant	<input type="text"/>
Neighbourhood Grant	<input type="text"/>
Other (please list)	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
TOTAL REVENUE: (A)	<input type="text"/>

EXPENSES:	
Advertising	<input type="text"/>
Bank Charges	<input type="text"/>
Stationery	<input type="text"/>
Photocopying	<input type="text"/>
Other (please list)	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
TOTAL EXPENSES: (B)	<input type="text"/>
Revenue (A) less Expenses (B):	<input type="text"/>

ANNUAL BANK BALANCE:	
Balance as of beginning of the year	<input type="text"/>
+ Revenue	<input type="text"/>
- Expenses	<input type="text"/>
Balance at end of fiscal year	<input type="text"/>
Total committed funds	<input type="text"/>
Uncommitted bank balance	<input type="text"/>



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PROJECT BUDGET STATEMENT FORM
Required for Project Grants

Organization: _____

A) PROJECT EXPENSES (list)

Estimate costs and out-of-pocket expenses of your project.

ITEM	DESCRIPTION/DETAILS	PRICE/COST	SUBTOTAL
TOTAL PROJECT COST:			

Community Contribution:

It is important to document the contributions of those involved (community contribution). This will help to assess how much grant funding the project may be eligible to receive. Contributions can be cash and/or in-kind (volunteer time or labour, donated supplies and materials, donated professional services).

B) COMMUNITY CONTRIBUTION (list)

Total value of the matched contribution must be at least equal to the value of the grant requested and;

- *Neighbourhood Grant requests must demonstrate at least 25% of the value of the matched contribution comes from the neighbourhood.*
- *This section is not required for Small Sparks Grants.*

ITEM	DESCRIPTION/DETAILS	PRICE/COST	SUBTOTAL
TOTAL CONTRIBUTION:			

C) GRANT REQUEST

Small Sparks Grant (max. \$500), Neighbourhood Matched Project Grant (max. \$3,000).

	TOTAL GRANT REQUEST:	
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Signature: _____

Date: _____



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FINAL CHECKLIST

Did you...

- Complete the Application Form?
- Complete the Financial Statement Form or provide your own financial documents?
- Complete the Project Budget Statement Form?
(Required for Small Sparks and Neighbourhood Matched Project Grants)
- Provide two letters of support from the local community including one from the local Community Association (for Neighbourhood Matched Project Grants only)
- Provide a letter of support from the School Principal? (for Dry Grad Grants only)
- 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?
- Provide full details about the matching contributions?
(Required for Neighbourhood Matched Project Grants)

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

Submit all documentation by **February 1st** to:

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)

Reminder!

Recipients of Small Sparks Grants and Neighbourhood Matched Project Grants 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.