

AGENDA

SPECIAL MEETING

FINANCE AND GOVERNANCE STANDING COMMITTEE

Wednesday, December 4, 2019 2:45 to 4:30 pm

Kirby Room

**1. SAANICH COMMUNITY GRANTS PROGRAM POLICY AMENDMENT
(attachment)**

Report of the Director of Finance dated October 10, 2019

... ADJOURNMENT ...



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: October 10, 2019
Subject: Saanich Community Grants Program Policy Amendment

RECOMMENDATION

That the committee recommend to Council that the amended Saanich Community Grants Program Policy be approved.

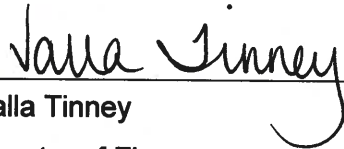
PURPOSE

To seek support from the Standing Committee on Finance and Governance for amendments to the Saanich Community Grants Program Policy.

DISCUSSION

The policy has been amended to reflect the recommendations of the Standing Committee on Finance and Governance outlined in the November 18th report "Recommendations to improve Saanich's grant program" and approved by Council on November 25, 2019. The policy has also been updated to improve flow, make it more accessible for applicants and clearer for Council to apply in its adjudication process.

Prepared by



Valla Tinney
Director of Finance

Attachments:

1. Amended Saanich Community Grants Program Policy
2. Tracked changes of amendments to the Saanich Community Grants Program Policy
3. Report of the Standing Committee on Finance & Governance – Recommendations to improve Saanich's grant program dated November 18, 2019.

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, Administrator

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
November 27, 2017
December XX, 2019

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 and align with Council's Strategic Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations and community members 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.

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Community Association Operating Grants, Small Acts of Vibrancy Grants and community Dry Grad Grants awarded by the Director of Finance.

A summary of grant awards will be published in the Annual Report.

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 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.

APPLICATION PROCESS

All grant requests must be submitted to the Director of Finance on or before February 1st, with the exception of requests for Small Acts of Vibrancy 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.

2.0 COMMUNITY GRANTS PROGRAM CATEGORIES

The Community Grants Program consists of four categories: Applications will be accepted in the following categories:

1. Community Service Provider Grants

- Community Association Operating Grant
- Other Community Service Provider Grants

2. Strategic Priorities Grants

3. Community Building Grants

- Community Events
- Community Well-Being and Place-making Projects

4. Micro Grants

- Small Acts of Vibrancy Grants
- Community Dry Grad Grants

3.0 TERMINOLOGY

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.

4.0 PROGRAM REQUIREMENTS BY CATEGORY

COMMUNITY SERVICE PROVIDER GRANTS

Community Association Operating Grants are provided to eligible, active, community associations to assist in defraying the annual administrative cost of operations, to facilitate communication to residents (e.g. newsletters, website), and to organize all inclusive community events.

- 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.

Other Community Service Provider Grants are provided to registered societies or 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 not awarded on a competitive basis. Funding levels are established through development of Contribution Agreements that are approved individually by Council. Where a Contribution Agreement is not yet finalized, Council will confirm funding levels during the annual budget process.

STRATEGIC PRIORITIES GRANTS support registered societies and nonprofit organizations with activities and/or projects that advance actions and objectives in Saanich's Strategic Plan.

- Available to non-profit organizations and registered charities.
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15th each year).

COMMUNITY BUILDING GRANTS support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.

- Available to non-profit organizations and registered charities.
 - Require matching contributions (cash or in kind of 75% of total project cost).
 - Applications reviewed by the Standing Committee on Finance and Governance.
 - Approved by Council during the annual financial planning process (awards confirmed by May 15th each year).
1. **Community Events**
 - Maximum award \$7,500/year
 - Events must be open to all to attend
 - No limit on applying for grant over multiple years for same event.
 2. **Community Well-Being and Place-making Projects**
 - Maximum award \$10,000/year
 - Projects including artwork, educational or interpretive signage, or installations that support reconciliation with First Nations.
 - Application may be made for a maximum of two consecutive years for the same project.

MICRO-GRANTS

1. **Small Acts of Vibrancy Grants** are provided to support neighbourhood initiatives that enhance or steward a public green space.
 - Maximum award \$500
 - Maximum annual award to all recipients is \$5,000.
 - Available to non-profit organizations, registered charities, community associations or groups and small informal groups of Saanich residents.
 - Application may be made at any time, however awards are administered by the Director of Finance on an annual first-come, first served basis commencing January 1st of each year.
 - Any unallocated funds will be carried forward and made available in the subsequent year.
2. **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.
 - Awards are administered by the Director of Finance

ORGANIZATIONS ELIGIBLE FOR "OTHER COMMUNITY SERVICE PROVIDER GRANTS

1. Goward House Society
2. Haliburton Community Organic Farm Society
3. Horticulture Centre of the Pacific
4. Saanich Heritage Foundation
5. Saanich Volunteer Services Society
6. Silver Threads Service

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
November 27, 2017
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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 and align with Council's Strategic Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations and community members 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 Community Association Operating Grants, Small Sparks Project Small Acts of Vibrancy Grants and community Dry Grad Grants awarded by the Director of Finance. ~~More than one grant will not be awarded for the same service, project or event.~~

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.

APPLICATION PROCESS

All grant requests must be submitted to the Director of Finance on or before February 1st, with the exception of requests for Small Acts of Vibrancy 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 summary of grant awards will be published in the Annual Report, annually prior to January 31st of the following year.

COMMUNITY GRANTS PROGRAM

The Community Grants Program consists of four two primary elementscategories: 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 C1-4Community Service Provider Grants

- Community Association Operating Grant
- Other Community Service Provider Grants

1.2 Strategic Priorities Grants

1.1 Operating Grants

Community or Social Service Grant

Community Association Operating Grant

Community Dry Grad Grant

1.2. Community Building GrantsProject Grants

Community Project – Small Sparks Grant

Community Project – Neighbourhood Matched Project Grant

1.3 Micro Grants

Small Acts of Vibrancy Grants

Community Dry Grad Grants

2.0 PROGRAMS EXPLAINED TERMINOLOGY

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.

2.23.0 OPERATING GRANT PROGRAMS

COMMUNITY SERVICE PROVIDER GRANTS

1. **Community ~~or Social Service~~ Operating Service Provider Grants** are provided to registered societies or non-profit organizations who provide a service or operate a facility on behalf of the municipality on an on-going basis. These grants are not awarded on a competitive basis. Funding levels are established through development of Contribution Agreements that are approved individually by Council. ~~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, to ~~facilitate~~ facilitate communication to residents (e.g. newsletters, website), and to organize all inclusive community events.
 - 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.

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- 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.

STRATEGIC PRIORITIES GRANTS

1. Strategic Priorities Grants support registered societies and non profit organizations with activities and/or projects that advance actions and objectives in Saanich's Strategic Plan.

- Available to non-profit organizations and registered charities.
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15th each year).

COMMUNITY BUILDING GRANTS

Community Building Grants support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.

- Available to non-profit organizations and registered charities.
- Require matching contributions (cash or in kind of 75% of total project cost).
- Applications reviewed by the Standing Committee on Finance and Governance.
- Approved by Council during the annual financial planning process (awards confirmed by May 15th each year).

1. Community Events

- Maximum award \$7,500/year
- Events must be open to all to attend
- No limit on applying for grant over multiple years for same event.

2. Community Well-Being and Placemaking Projects

- Maximum award \$10,000/year
- Projects including artwork, educational or interpretive signage, or installations that support reconciliation with First Nations.
- Application may be made for a maximum of two consecutive years for the same project.

MICRO-GRANTS

1. Small Acts of Vibrancy Grants are provided to support neighbourhood initiatives that enhance or steward a public green space.

- Available to non-profit organizations, registered charities, community associations or groups and small informal groups of Saanich residents.
- Awards are administered by the Director of Finance

32. 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.
- Awards are administered by the Director of Finance

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:~~

Small Sparks Project

~~Small Sparks are limited to a maximum amount of \$500 per project.~~

~~Projects must be able to be completed within 6 months of receipt of the grant.~~

~~Awards are administered by the Director~~

Projects/events within this category could include for example:

- neighbourhood beautification
- tree planting
- invasive species removal (tools)

~~of Finance.~~

~~♦ graffiti removal~~

~~Neighbourhood Matched Project~~

~~The maximum amount toward any one small project or event is \$3,000. Funding must be matched by the applicant.~~

~~Projects must be able to be completed within 12 months of receipt of the grant.~~

~~Awards are approved by Saanich Council.~~

~~Projects/events within this category could include for example:~~

- ~~♦ park improvements/restoration~~
 - ~~♦ playground equipment, benches~~
 - ~~♦ interpretive signage~~
 - ~~♦ community education~~
 - ~~♦ Council approved murals (permit required)~~
-

~~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.

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 Acts of Vibrancy 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 administered by the Director of Finance.~~

~~e. Small Acts of Vibrancy 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 Acts of Vibrancy 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.~~

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- ~~• 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.~~



The Corporation of the District of Saanich

Report

To: Council
From: Standing Committee on Finance and Governance
Date: November 18, 2019
Subject: Recommendations to improve Saanich's grant program

RECOMMENDATIONS

The Finance and Governance Committee recommend to Council that:

1. The enclosed revised grant program structure and administration processes as outlined in this report be endorsed.
2. Staff be directed to prepare revisions to the Saanich Community Grants Program Policy, and associated application and procedural documents to ensure alignment with the approved changes, noting that changes to the Policy will require approval by Council.
3. Staff be directed to advise organizations that have received grants in the current and prior years of the changes to the Community Grant Program.

BACKGROUND

On March 12, 2019, Council moved "*That it be recommended that the matter, to strike a sub-committee to review the grants program, be referred to the Mayor to act upon.*"

Accordingly, a Working Group of the Finance and Governance Committee consisting of Mayor Haynes and Councillors de Vries and Mersereau have undertaken a review of Saanich's grant program and administration processes. The Working Group received support from the Director of Finance to clarify existing processes and identify challenges with the current grant program structure and administration. See Appendix 1 for a backgrounder prepared for the Working Group by the Director of Finance, and Appendix 2 for the existing Saanich Community Grants Program Policy. To provide a common framework for approaching the review, the Working Group identified the following objectives of the grant program review:

- To ensure grants are administered fairly, transparently, efficiently, and in alignment with policy
- To ensure grants are an effective vehicle to advance Saanich's priorities
- To consider the need and options for formalizing relationships with long-standing partners in delivering community services, to provide greater certainty to these service providers and to those who rely on their services

Since mid-August, Working Group members have individually spent 10-20 hours reviewing materials for Saanich's existing grant program, reviewing grant frameworks administered by other municipalities, discussing options, and reaching consensus on the proposed program and processes outlined below, for consideration by the Finance and Governance Committee and if supported, subsequently by Council.

PROPOSED PROGRAM STRUCTURE

Restructuring the program into the 4 streams of grants described below is recommended: Community Service Provider Grants, Strategic Priority Grants, Community-building Grants, and Micro-grants.

1. Community Service Provider Grants

Purpose: Paid to registered societies who provide a service or operate a facility on behalf of the municipality, on an on-going basis. These grants would not be awarded on a competitive basis.

Categories:

A) Community association grants

- o The application requirements, eligibility criteria, and eligible grant amounts (based on population) would not change from those that exist currently (See Appendix 2).
- o Eligible expenses that can be supported by the grant would be clarified to include those used to facilitate communication to residents (e.g. newsletters, website), and/or to organize community events open to all, and/or to support administrative expenses.
- o These grant applications would be adjudicated by staff due to the routine and annual nature of these applications, to increase certainty and timeliness for applicants (currently adjudicated by Council).

Moved by Councillor Harper and seconded by Councillor Mersereau.

B) Other community service provider grants

This new category is designed to:

- a) formalize Saanich's relationship with organizations that have existing and ongoing contribution agreements, leases, agreements or other arrangements with the municipality for the provision of community services; and
- b) provide more financial security to these organizations.

Rationale: Saanich has long-standing relationships with many organizations that stem from historical and informal agreements to operate Saanich-owned assets and/or provide services that the municipality may otherwise provide directly to the community. In many cases, the expectations in terms of services provided for the benefit of the community in exchange for financial contributions from Saanich are not well documented or understood.

On the other hand, contributions from Saanich form a major part of the operating budget of the receiving organizations, and the uncertainty created by the current requirement for annual grant applications can undermine the quality of services provided. Individually reviewing and clarifying the terms of each of these relationships will ensure Saanich is accountable for the significant sum of public money provided to these organizations on an annual basis (typically \$300,000 - \$330,000 in grants, not including permissive tax exemptions, in-kind contributions, or waived or discounted facility rents).

Moved by Councillor Brice and seconded by Councillor Harper.

Proposed process for the community service provider grants:

- o Grant amounts, terms (incl. expectations with respect to community services), timelines, eligible costs, and reporting requirements would be set out in Contribution Agreements signed by the District and the recipient organization.

Rationale: This would clarify, for all parties, expectations of these reciprocal relationships

- o Initially, there will be a three year cycle with a review for a four year cycle in the future.

Moved by Councillor Harper seconded by Mayor Haynes

- o The Contribution Agreements would be drafted and negotiated by Saanich and subject to final approval by Council.

Moved by Councillor Harper and seconded by Mayor Haynes.

- o The approval of Contribution Agreements would not be subject to annual deadlines (i.e. the process is de-coupled from the annual granting cycle), and Contribution Agreements could be signed for a period of up to three years.

Rationale: permitting multi-year funding agreements will provide greater certainty for the affected non-profit organizations and reduce the amount of time they and Saanich are required to commit to grant applications and administration.

Moved by Councillor Harper and seconded by Councillor Mersereau.

- o It is recognized that transition to the proposed structure may take considerable time, depending on the current status of written agreements with the eligible organizations and the nature of their relationship with the appropriate Saanich department. In the interim, while transition to Contribution Agreements is underway, single-year funding applications will continue to be considered in conjunction with the annual grants cycle.
- o Reference to annual check-ins will be built into the Contribution Agreements.

Moved by Councillor Harper and seconded by Councillor Mersereau.

- o The organizations eligible for community service provider grants are those that have been identified by Saanich staff as having unique leases, agreements, or other arrangements with the municipality. Currently the organizations in this category are listed below.

Organizations with Leases, Agreements or other arrangements	2017 Approved Grants	2018 Approved Grants	2019 Approved Grants
Goward House Society	20,000	20,000	20,000
Halburton Community Organic Farm Society	14,000	13,000	8,500
Horticulture Centre of the Pacific	130,000	130,000	130,000
Saanich Heritage Foundation	47,000	47,000	35,000
Saanich Volunteer Services Society	58,368	58,368	58,368
Silver Threads Service	59,225	59,225	59,225
Swan Lake Christmas Hill Nature Sanctuary			
Subtotal	328,593	327,593	311,093
Total Community or Social Service Grants	609,134	602,624	622,274

Moved by Councillor Mersereau and seconded by Councillor Harper.

2. Strategic Priorities Grants

Purpose: To support projects and organizations that advance actions & objectives in Saanich's Strategic Plan.

Eligibility requirements

- o Applicants must be registered societies or non-profit organizations

Adjudication

- Staff perform a cursory review to ensure eligibility, and then eligible applications are reviewed by the Finance and Governance Committee, which makes recommendations to Council for final approval.

Rationale & link to current grant program

- This proposed category encompasses the existing 'Community or social service' grant category, which is typically the category through which 35-40% of total grant funding is awarded and which Council currently invests the most time in adjudicating.
- The proposed changes are intended to better align the investments made through grant programs with Saanich's strategic objectives by helping leverage related skills and expertise in the community.

Moved by Mayor Haynes and seconded by Councillor Mersereau.

Community-building Grants

Purpose: To support projects or events that enhance public spaces or contribute to community vibrancy in Saanich.

Categories:

A) Community events

- Maximum \$7,500/year
- Events must be open to all to attend
- No limit on re-applying in subsequent years for the same event

B) Community well-being & placemaking projects

- Maximum \$10K/year
- Examples of eligible projects include artwork, educational signage, or installations that support reconciliation with First Nations.
- The same project is eligible for funding for two consecutive years, with re-application required each year.

Moved by Mayor Harper and seconded by Mayor Haynes.

Eligibility requirements for both categories

- Applicants must be registered societies or non-profit organizations
- All grants require matching contributions (cash or in-kind) of 75% of total project costs

Adjudication for both categories

- Staff perform a cursory review to ensure eligibility, and then eligible applications are reviewed by the Finance and Governance Committee, which makes recommendations to Council for final approval.

Rationale & link to current grant program

- Encompasses but expands upon eligible projects for the existing grant category "Neighbourhood Matched Project Grants" (which are eligible for up to \$3,000) due to the small number of applications currently received.
- The rationale for not including a limit on the number of re-applications for events is in recognition that community partners can and already do organize a number of keystone annual events in Saanich.

3. Micro-grants

- o Grants of a maximum of \$500
- o Rolling (year-round) intake until the annual budget cap of \$5,000 per category is reached

Categories:

A) Small Acts of Vibrancy Grants (new category)

Purpose: to support neighbourhood initiatives or projects that enhance or steward a public or green space.

B) Community Dry Grad Grants (same as the existing category)

Purpose: To support dry grad events for Saanich schools.

Eligibility requirements for both categories

- o Applicants are not required to be registered societies or non-profit organizations
- o All grants require matching contributions (cash or in-kind) of 75% of total project costs

Adjudication for both categories

- o By Saanich Staff (this is already how Community Dry Grad grants are adjudicated)

Rationale & link to current grant program

- o The Community Dry Grad category already exists and is not proposed to change (eligibility is up to \$5/graduating student, applications are administered by Saanich staff).
- o The Small Acts of Vibrancy Grants is similar to the existing 'Small Sparks grant'. Redesigning it as described above is intended to:
 - provide a quicker response to small applications due to the rolling intake (it was noted by staff that currently some applications wait in excess of a year to hear the outcome of applications, which may not be feasible in all cases),
 - Increase applications/interest by removing the requirement to "significantly improve the appearance of the neighbourhood and demonstrate an overall lasting benefit", and
 - lower the barrier to entry for small grants that could be accessed by small and informal groups of residents (not exclusively registered societies).

Moved by Mayor Haynes and seconded by Councillor Mersereau.

ADDITIONAL RECOMMENDATIONS TO IMPROVE GRANT ADMINISTRATION

1. Clarify reporting requirements for grant recipients

- a) For all grants except the Community Service Provider Grants, require grant applicants to submit a short (e.g. 1 page) report to the Finance and Governance Committee outlining how the grant was spent and how/if the stated objectives were met.
- b) Reporting requirements for the Community Service Provider grants would be specified in the individual Contribution Agreements.
- c) Ensure Saanich reserves the right to request proof of expenditures for granted funds.

2. Clarify and Disclose all forms of financial support received by the applicant from Saanich

In the course of conducting reviewing applications (including the cursory review for Community Building and Strategic Priorities grants), have Saanich staff identify and disclose other forms of monetary or in-kind contributions from Saanich received by the applicant, for consideration during adjudication. Other forms of contributions that benefit organizations

include permissive tax exemptions, waived or reduced rental fees for the use of facilities, or in-kind support from Saanich Staff.

3. Apply the existing definition of community associations to the eligibility criteria for Community Association Grants and direct other organizations who have traditionally received grants under this category to other grant streams.

Staff be directed to advise organizations that have received grants in the current and prior year of the changes to the Community Grant Program.

4. Grant opportunities will be publicized through Saanich's commonly used media channels.

Moved by Councillor Mersereau and seconded by Mayor Haynes.

FINANCIAL IMPLICATIONS

The proposed changes do not envision nor require changes in the overall annual costs of Saanich's grant program. By reserving Council's role as the adjudicator on most grant categories and placing annual caps on the other grant categories administered by staff, the proposed changes will result in a slight increase in Council's control over the costs associated with the grant program.

CONCLUSION

Saanich's Grant Program supports community initiatives and organizations that contribute to the Districts strategic objectives and the reach of valued community services. The proposed restructuring of the program is intended to ensure granting decisions meet these objectives in an effective, efficient, fair, and transparent way.

Prepared by



Susan Brice

Councillor

- c. Valla Tinney, Director of Finance
Angila Bains, Manager of Legislative Services