

COUNCIL POLICY

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| SUBJECT: COMMUNITY GRANTS PROGRAM | | |
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POLICY

The Municipality of Saanich has adopted a Community Grants Program to provide financial support to community associations and other community organizations. This financial support is in recognition of these groups as a valuable resource in helping the municipality provide a strong community focus.

PROGRAM

The Community Grants Program consists of three separate elements - Community Association Operating Grants, Community Matching Fund Grants, and the Saanich Community Association Network (SCAN) Grant. The program is administered by the Legislative Services Division (Office of the Municipal Clerk) and the Finance Department in conjunction with the Healthy Saanich Advisory Committee.

Community Association Operating Grants

Eligibility Criteria

New and established non-profit neighbourhood based community associations may be eligible for an annual grant if they demonstrate all or most of the following criteria:

- < the association serves a particular geographic location and has been recognized by Council, either through the local area planning process, through historical precedent or through a special resolution of Council.

Available Funding

Community associations which meet the eligibility criteria may receive an annual operating grant of up to \$1,000 based on expenditures. An additional grant of up to \$450 per year is available to cover the cost of liability insurance.

An annual supplemental grant of up to \$500 based on expenditures is available to community associations representing areas with a population greater than 10,000.

□ **Process**

1. A completed application package must be received by the Office of the Municipal Clerk no later than February 28.
2. The financial components of the applications are reviewed by the Finance Department which prepares recommendations to Council on grant allocation no later than April 30.
3. Upon Council approval, 50% of the grants will be paid in May, with the balance to be paid upon receipt of year-end financial statements.

Community Matching Fund Grants

□ **Eligibility Criteria**

New and established community based non-profit groups undertaking projects that will primarily benefit the neighbourhoods and residents of Saanich may be eligible for matching fund grants.

Groups should have a demonstrated partnership with the community. Partnerships between two or more groups in the community make the project more desirable for grant approval as it indicates a higher level of interest and resource sharing.

Projects must be able to be completed within 12 months of receipt of the grant. Projects should add to, rather than duplicate, existing private or public programs. Projects must be compatible with existing municipal policy and must be managed and carried out by the applicant organization.

Funding will not be provided retroactively for projects started prior to grant approval.

Projects which are primarily intended to generate revenue will not be funded.

Grants must be used to further the purpose of the grant applicant, and cannot be received on behalf of a third party.

Examples of projects include park improvements, playground equipment, celebration murals, tree planting, improvement of the natural environment, arts enhancement, and neighbourhood features.

□ **Available Funding**

Community groups which meet the eligibility criteria may receive a matching grant of up to \$2,000 based on expenditures.

The total value of the 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 contribution must come from the neighbourhood.

Until such time as the grant applications exceed the monies available, all projects will be considered. If and when the applications exceed the funding available, priority will be given to new applications.

Any funds budgeted by Council for this grant program but not expended in the fiscal year will be carried forward and added to the next year's budget.

□ **Process**

1. A completed application package must be received by the Office of the Municipal Clerk no later than February 28. The package must include two letters of support from the community, with one letter being from the area community association, if applicable. The package must also provide copies of any necessary permits and/or approvals from outside organizations.
2. Applications will be adjudicated by a Recommendation Committee consisting of the Chair and three members of the Healthy Saanich Advisory Committee and three representatives from SCAN.
3. The Recommendation Committee will prepare recommendations to Council on grant allocation no later than May 30. Upon Council approval, the grants will be paid to the community groups.
4. When the project is completed the community group must submit to the Office of the Municipal Clerk a financial statement including copies of all receipts for expenditures and a brief report indicating how the funds were spent, what role community partners played and how the project contributed to the overall enhancement of the community.

Saanich Community Association Network (SCAN) Grant

Council will annually budget as a separate line item an amount to be allocated for secretarial/administrative services for SCAN. These monies will be paid to SCAN on a regular basis throughout the year upon receipt of invoices submitted to the Recreation Division.