



Community Matching Grant Program

Included in this package:

Information Sheet and Checklist
Application Form
Financial Statement Form
Project Budget Statement



THE CORPORATION OF THE DISTRICT OF SAANICH

Community Matching Grant Program

Information Sheet and Checklist

Application Information

- Matching funds may be granted to community-based, non-profit groups for projects that will primarily benefit the neighborhoods and residents of Saanich.
- The project is to be supported in writing by two letters from the community, with one being from the community association representing the area in which the project will take place. **
- Groups should have a demonstrated partnership(s), either in kind or funding, from the community.
- Partnerships between more than one group in the community would make the project more desirable for matching funding as this would indicate a higher level of interest and resource sharing.
- \$2,000 is the maximum amount awarded to any one particular group.
- Until such time as the grant applications exceed the monies available, all projects will be considered. If and when applications exceed the funding available, priority will be given to new applications.
- Projects could include park improvements, playground equipment, celebrations, murals, tree planting, improvement of the natural environment, arts enhancements, and neighbourhood features.
- Funding will not be provided for future projects, i.e. projects may only start after grant approval.
- Projects which are primarily intended to generate revenue will NOT be considered.
- If granted, funds should be used only to further the purpose of the grant application and not be received on behalf of a third party.

** Please note that not all areas of the Municipality are represented by a community association. If this is the case for your project, you will still need to submit two letters from the community.

How to Apply

1. Complete the application form, including a project budget and a financial statement for your organization.
2. Provide two letters of support for the project, one of which is from the community association, if applicable.
3. Provide necessary permits and/or approvals from outside organizations or municipal departments. These approvals must be provided in writing before a grant request can be considered.
4. Submit all documentation to Legislative Services at the Municipal Hall by the **deadline date of February 28** of any year.
5. Application forms available at Legislative Services or on the municipal website at www.saanich.ca

Guidelines

- The project:
 1. must be completed within 12 months following the award of the funds.
 2. should add to, rather than duplicate, existing private or public programming.
 3. should be compatible with existing municipal policy
 4. must be managed and carried out by the applicant organization
- If applicable, the project team should work with Municipal staff to coordinate with existing Municipal policies relative to that neighbourhood.
- Upon completion of the project, a financial statement, listing all revenues (including in-kind) and expenditures, is to be submitted to the Municipality.
- As well, 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 must be provided.

What is a matching contribution?

The total value of your group=s contribution must at least equal the grant requested from the Matching Fund. Contributions can be in-kind or cash, or a combination of these. Examples of in-kind contributions are:

- Volunteer labour pledged to the project and valued at the cost necessary if labourers were to be hired
- Donated professional services necessary to the project valued in proportion to the project's needs
- Donated materials and supplies (office supplies, landscaping materials, construction supplies, etc.) valued at the cost necessary if they were to be purchased.
- Borrowed equipment (computers, trucks, etc.), valued at the cost necessary if they were to be rented

At least 25% of the resources provided as the group=s contribution must come from the neighbourhood. Contributions may be pledged by donors as opposed to being in hand, but each element must be supported by written evidence from the donor of the pledge and the date of its availability.

The proposed matching elements are to be expended during the project=s implementation.

Checklist

Does your application package have....

- ~ the community group name, contact name and phone number?
- ~ two letters of support for the project?
- ~ a complete and detailed description of the project - including goals, time lines, etc.?
- ~ a description of project partners and their involvement?
- ~ a description of how the project benefits the community?
- ~ the project=s budget, including identification of Amatched@ contributions?
- ~ demonstrated potential for action and finances to complete the plan?
- ~ a source of maintenance and operating support, if required?
- ~ a current financial statement for the organization applying, including projected and actual expenses and revenue?
- ~ permits and/or written approvals from other organizations and municipal departments involved



Remember:

Upon completion of the project, groups must submit the following:

- ❖ A financial statement including revenues and expenditures
- ❖ A brief report indicating how the funds were spent, what role the community partners played and how the project contributed to the overall enhancement of the neighbourhood



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Application Form

(Maximum grant awarded - \$2,000)

FOR THE YEAR _____

DEADLINE DATE: FEBRUARY 28

Table with 2 columns: Question/Requirement and Answer/Notes. Rows include: 1. Group Name, 2. Contact Name, 3. Mailing Address, 4. Phone/Fax Number, 5. Email / website, 6. How long has your group operated?, 7. Amount of funding requested, 8. Description of Project, 9. Do you have any partners, and if so, who are they?, 10. If this is a partnership project, what is the involvement of your partners?, 11. Project budget - including identification of Amatched@ contributions, 12. Description of how funds will be used & time frame to complete project, 13. How will your group publicly acknowledge receipt of grant?, 14. Current Financial Statement, 15. Does project require approval from other groups or municipalities?, 16. Other information that will be helpful in processing your application.

Signed: _____

Date: _____



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Financial Statement Form

COMMUNITY GROUP: _____ FOR THE YEAR _____

REVENUE:		
Advertising	\$	\$
Bank Interest	\$	\$
Donations	\$	\$
Membership	\$	\$
Operating Grant	\$	\$
Neighbourhood Grant	\$	\$
	\$	\$
TOTAL REVENUE:	\$	\$
EXPENSES:		
Advertising	\$	\$
Bank Charges	\$	\$
Ministry of Finance/Annual Report	\$	\$
Stationary	\$	\$
Photocopying	\$	\$
	\$	\$
TOTAL EXPENSES:	\$	\$
Revenue in excess of expenses	\$	\$
Expenses in excess of revenue	\$	\$
ANNUAL BANK BALANCE:		
Balance as of beginning of fiscal year	\$	\$
Revenue	\$	\$
Expenses	\$	\$
Balance at end of fiscal year	\$	\$
Total committed funds	\$	\$
Uncommitted bank balance	\$	\$



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Project Budget Statement

COMMUNITY GROUP: _____ FOR THE YEAR _____

A. Projected Expenses (list)

Table with 3 columns and 11 rows for projected expenses, including a total row at the bottom.

B. Community Group Equity (unskilled \$10/hour; skilled labour \$20/hour)

Table with 3 columns and 6 rows for community group equity and budget summary, including total equity, project budget, and matching grant request.