



Policy No. 5.1

Adopted October 22, 2001
Amended March 22, 2004
Amended February 12, 2007
Amended March 25, 2008
Amended June 23, 2008
Amended January 14, 2013
Amended February 24, 2014
Amended February 14, 2017

Community Grant Program Policy, 2017

1. PURPOSE

- a) The District of Sooke may contribute to the general interest and advantage of the community through the awarding of community grants.
- b) Over and above the core functions of providing municipal services, the District of Sooke may assist local not-for-profit organizations who propose, through community projects, programs, services, activities and/or events, located primarily within the District of Sooke ("projects"), to improve the well-being of the District of Sooke community.
- c) The Community Grant Program is intended to assist and encourage District of Sooke-based not-for-profit organizations (incorporated under the Society Act of BC) or unincorporated groups with demonstrated objectives that are not-for-profit or charitable in nature. District of Sooke organizations are those who are located within the District of Sooke, or whom conduct programs or events subject to Community Grant funding within the District.
- d) All Community Grants are awarded through a resolution of Council during the annual budget process.
- e) Community grants are awarded to an organization that provides an ongoing, valuable program to the community, yet is temporarily unable to raise all required funding, without assistance from the District. Community Grants are not intended to provide support for an indefinite period, and are awarded accordingly to the limitations indicated in Sec. 4 - Assessment Criteria.
- f) If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program.
- g) A Community Grant may be awarded by Council for any amount up to, but not exceeding \$7,000 annually. A Community Grant exceeding \$7,000 in any given year may only be awarded by a unanimous resolution of Council.
- h) Community Grants are awarded for programs, activities, or events that that begin or take place within 365 days of the date the grant is awarded.
- i) Community Grants may be awarded for any capital or operational purpose, except travel expenses and wages.

2. ELIGIBILITY CRITERIA

- a) All Community Grant applications will be reviewed by Council as part of the annual budget process.
- b) Only Community Grant applications that meet the eligibility criteria identified in this policy, and as amended from time to time, will be considered.
- c) For Community Grant applications to be considered, the applicant must show a demonstrated financial need, and the primary benefit of the grant must be to the District of Sooke community in one or more of these areas:
 - i. Sports and recreation
 - ii. Fine Arts and culture
 - iii. Heritage
 - iv. Public safety
 - v. Community development, including promotion and economic development
 - vi. Community beautification
 - vii. Environmental sustainability
- d) No Community Grant application will be considered by Council unless all required application information has been provided and staff has confirmed completion of the grant application. It is the responsibility of the applicant to ensure all required information is provided adequately and on time.
- e) Grant applications and uses must conform to section 25(1) of the Community Charter.
- f) Grant applications must be consistent with the aims, objectives, and standards of the District, and must not be at variance with any District policies (e.g. the Official Community Plan).
- g) Applications from organizations and events that cross municipal boundaries, but primarily benefit the District of Sooke, may also be referred to the Juan de Fuca Electoral Area Director and the Capital Regional District for funding.
- h) No application requests for funding to individuals will be considered.
- i) Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has previously agreed to the commitment via resolution.
- j) Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the District of Sooke from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- k) Grant applications for banquets, conferences, tournaments, etc. will be considered only for regional, national or international events taking place in the District of Sooke.

- l) To eliminate indirect funding, a grant will not be issued to an organization that in turn issues grants to other organizations, unless the applicant can clearly demonstrate, to Council's satisfaction, that grant monies received from the District of Sooke will not be used to fund grants to other organizations.

3. APPLICATION PROCEDURES

- a) All Community Grants, regardless of purpose, will be considered concurrently by Council during the annual budget process. To be considered by Council, all community grant applications must:
 - i. Be received by January 15 of the budget year in which they are being considered for funding.
 - ii. Include all necessary application documentation and information.
 - iii. Be submitted to the District of Sooke on the official Community Grants Application Form, as amended from time to time, and in the manner indicated on the form.
- b) Incomplete applications will not be forwarded to Council for consideration.

4. ASSESSMENT PROCESS

- a) Grant applications will first be reviewed by staff to ensure each application is complete. Completed applications will be forwarded to Council for consideration.
- b) Community Grant applicants will have the opportunity to appear before Council to speak to their application. Each presentation will be limited to 5 minutes, not including Council questions for the applicant. A presentation to Council is not required for an application to be considered.
- c) After hearing from grant applicants, Council may opt to consider the applications at that meeting, or defer the consideration of grant applications to a future meeting during budget discussions.
- d) Council is not constrained by the amount requested by the applicant in the community grant application, but rather may opt to award less than or more than requested, as identified in Section 1(g).
- e) All community grant decisions by Council are final and not subject to appeal.
- f) Results of community grant applications will be made known to the public following approval by Council.

5. ASSESSMENT CRITERIA

- a) Consideration of Community Grant applications may be made based on the following order of preference:
 - i. The quality and excellence of the project.
 - ii. Applications with secured funding sources other than from the District.
 - iii. The group or organization has demonstrated sound financial and administrative management.
 - iv. The group or organization has a broad base of community support and demonstrated track record of community service.
 - v. The event/activity/program is accessible to and provides a service to a large portion of the community.
 - vi. The event/activity/program will enhance the present and/or future well-being of the community.
- b) Community Grants may be awarded to any organization to a maximum of three consecutive years. Any organization receiving three consecutive years of Community Grant funding will be deemed ineligible to receive a Community Grant for a one-year period.
- c) Community Grants will only be considered from an organization that has provided a completed Community Grant Final Report regarding previously awarded grants, if applicable.

6. CONDITIONS OF FUNDING

- a) Applicants for operational funding must acknowledge the support of the District of Sooke in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.
- b) Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds.
- c) Community Grant recipients must submit a Community Grant Final Report in writing by December 1 of the year the grant was awarded. The Community Grant Final Report will include, but is not limited to:
 - i. a brief evaluation of the project
 - ii. copies of print material acknowledging the financial support of the District of Sooke (including but limited to newspaper articles, ads, press releases, social media, programs, etc.)
 - iii. a financial statement of actual revenue and expenses for the project
 - iv. attendance figures (where applicable)
 - v. number of participants in the project
 - vi. an evaluation of the impact on the community.

- d) If a grant recipient's event concludes after December 1, the recipient may be granted an extension until two weeks following the completion of their event to submit their Community Grant Final Report.
- e) The grant recipient may be asked to make a presentation to Council following completion of their event.
- f) In the event that the event, activity, program or project is not completed, the District of Sooke reserves the right to request the return of any portion of the grant funding.
- g) At the completion of a project, the successful applicant shall invite the District of Sooke to an opening ceremony, if such a ceremony is scheduled.