

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 16, 2019
November 30, 2023

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 and community Dry Grad Grants awarded by the Director of Finance and the Neighbour 2 Neighbour (N2N) Grants adjudicated by the N2N Committee.

Grant recipients will be required to submit a short summary report on achievement of program/project goals within one year of receipt of the grant.

A summary of grant awards will be published in the Statement of Financial Information.

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;
- purchase alcohol;
- 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 Neighbour 2 Neighbour Grants which may be submitted at any time of the year and Community Service Provider Grants which do not require annual application. All grant requests must be submitted using the application form prescribed by the Director of Finance, with the exception of the N2N grant that will use the application form prescribed by the N2N committee. Applications 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

- Neighbour 2 Neighbour (N2N) 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 \$850 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 multi-year 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. Eligible organizations are listed in Schedule A.

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 that enhance public spaces or contribute to community vibrancy
 - Projects that support First Nations reconciliation
 - Application may be made for a maximum of two consecutive years for the same project.

MICRO-GRANTS

1. **Neighbour 2 Neighbour (N2N) Grants** are provided to support neighbourhood initiatives that address at least one program goal in at least two of three areas; emergency preparedness, climate action and nature stewardship as outlined in the N2N application form.
 - The program can be accessed up to two times by the same group with a cumulative maximum of \$500 per year per group.
 - Maximum annual budget allocation is \$5,000 or other amount as determined in the annual Financial Plan.
 - 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 on an annual first-come, first served basis commencing January 1st of each year and are administered and adjudicated by the N2N Committee. The Manager of Sustainability and Saanich Emergency Management Officer forward recommended awards to the Director of Finance or designate for final approval.
 - 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

SCHEDULE A

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