



Policy 5.1

October 22, 2001  
Amended March 22, 2004  
Amended February 12, 2007  
Amended March 25, 2008  
Amended June 23, 2008

## Community Grant Program Policy

---

### Purpose of the Grants

The Community Grant Program is designed to assist organizations with projects or special activities that serve the well-being of the community through efforts that build capacity in regard to volunteerism and enhance the well-being of the community through sport, recreation, culture, fine arts, heritage, public safety and beautification projects.

### 1. Eligibility Criteria

- a. Council will consider grants to applicant organizations in the areas of:
  1. Sports
  2. Recreation
  3. Culture
  4. Fine Arts
  5. Heritage
  6. Public safety and community welfare
  7. Beautification projects
- b. The applicant organization must be a non-profit organization or a not-for-profit organization registered under the Society Act and in good standing with the Corporate Registry in British Columbia.
- c. Matching funds and/or in-kind donation from other sources may be required. The District of Sooke will not be the sole source of funding for the project or the organization.
- d. No retroactive funding applications will be considered.
- e. Except in special circumstances, only applications for new projects or the enhancement of existing programs, activities or events that will be completed or take place within one year of the anniversary date of Council approval for the grant will be considered. Funding will not be provided for ongoing operational and maintenance costs nor for out of town travel.
- f. Grant applications from organizations and events, which cross municipal boundaries may also be referred to the Juan de Fuca Electoral area Director, and the Capital Regional District.

- g. Grants for banquets, conferences, etc.: Grants will be considered only for regional, national or international events taking place in the District of Sooke.
- h. Projects will be considered ineligible if they primarily relate to:
  - 1. Touring and/or travel expenses
  - 2. Grants to individuals
- i. No grant request will be forwarded to the Community Grant Review Committee unless all applicable information has been provided and staff has confirmed completion of the grant application.
- j. In order 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 demonstrate to the Committee that grant monies received from the District of Sooke will not be used to fund grants to other organizations.
- k. Any direct or indirect benefit from a permissive tax exemption must be declared on the grant application.

## 2. Application Procedures

- a. The official application form **ONLY MUST BE USED** and a photocopy ready application and supporting documents must be submitted to the Community Grant Review Committee. The application form can be obtained from the Community Grant Review Committee or the District of Sooke Finance Department.
- b. The application must indicate the nature of the project, the reason for the activity, the names of those who will be involved in carrying out the project and a list of the Board of Directors. It must provide a projected statement of revenue and expenses, include a financial statement of previous year's activity if any, and indicate the projected impact of the project on the District of Sooke. Incomplete applications will not be forwarded to the Community Grant Review Committee.
- c. The application deadline is April 30th of each year.
- d. Results of applications will be made known following ratification by Council.

## 3. Assessment Process

- a. Applications will be reviewed by staff who will ensure each application is complete and will forward a summary listing and the applications to the Community Grant Review Committee for review and recommendation.
- b. For an application to be considered, petitioners for grants **must** appear before the Community Grant Review Committee to speak to their application. In all cases the presentation should be limited to 5 minutes.
- c. Following presentations, the Community Grant Review Committee will review the applications and make its recommendation to Council. Council will review the recommendations and make its decision. **All decisions by Council are final.**

#### **4. Assessment Criteria**

- a. The quality and excellence of the project;
- b. The demonstrated ability of the applicant to carry out the project;
- c. The anticipated impact on the District of Sooke;
- d. A grant will not be awarded for the same or a similar project in consecutive years.

#### **5. Conditions of Funding**

- a. The applicant 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.
  - b. Funds must be used for the purpose for which they were requested.
  - c. At the completion of the project, the applicant must submit a final report within 120 days which includes:
    1. a brief evaluation of the project;
    2. copies of print material (ads, press releases, programs, etc.) acknowledging the financial support of the District of Sooke;
    3. a financial statement of actual revenue and expenses for the project (where applicable);
    4. attendance figures (where applicable);
    5. number of participants in the project ; and
    6. an evaluation of the impact on the community.
- 7.4 In the event that the project is not completed, the District of Sooke reserves the right to request the return of the grant.
- 7.5 At the completion of the project, the successful applicant shall invite the District of Sooke to an opening ceremony, if such a ceremony is scheduled.
- 7.6 The successful applicant shall provide acknowledgement of funding support by the District of Sooke (such as a plaque) for a tangible capital project once is it completed.



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634  
email: info@sooke.ca

Fax: (250) 642-0541  
website: www.sooke.ca

### Schedule A Policy 5.1

## COMMUNITY GRANT PROGRAM APPLICATION

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Grant eligibility area:

- Sport
- Recreation
- Culture
- Heritage
- Fine Arts
- Public safety and community welfare
- Beatification Project

Amount Requested: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_  
(attach completed Budget Form)

Have you applied before? \_\_\_\_\_ When? \_\_\_\_\_ Grant Received? \_\_\_\_\_

Have you submitted a final report? \_\_\_\_\_

Incorporation number and date of this incorporation: \_\_\_\_\_  
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Does your organization receive a permissive tax exemption? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the organization that owns the building you occupy receive a permissive tax exemption?  
\_\_\_\_\_

Describe your organization, its mandate and program (s) \_\_\_\_\_

\_\_\_\_\_

---

---

---

---

Describe the project for which funds are being sought. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding. Feel free to use additional sheets of paper.

Project description: \_\_\_\_\_

---

---

---

---

---

---

---

---

Purpose of this project: \_\_\_\_\_

---

---

---

---

---

---

---

---

The names of those involved in carrying out the project: \_\_\_\_\_

---

---

Date and Place of Project: \_\_\_\_\_

---

**Community Grant Program  
BUDGET**

Please give detailed revenue projections and indicate which revenue is speculative.

| Source                            | Amount |
|-----------------------------------|--------|
| <b>GRANTS:</b>                    | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
| <b>Total Grants:</b>              | \$     |
| <b>Box Office Admission/Fees:</b> | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
| <b>Total Box Office:</b>          | \$     |
| <b>OTHER EARNED REVENUE:</b>      | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
|                                   | \$     |
| <b>Total Other:</b>               | \$     |
| <b>TOTAL REVENUE:</b>             | \$     |

| Item                   | Amount |
|------------------------|--------|
| <b>EXPENSES:</b>       | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
|                        | \$     |
| <b>TOTAL EXPENSES:</b> | \$     |

**CHECKLIST:**

Have you submitted the following by the application deadline date of April 30th?

- |  |                          |
|--|--------------------------|
| Completed Application form                     | <input type="checkbox"/> |
| Copy of BC Society certificate, if applicable  | <input type="checkbox"/> |
| Budget   | <input type="checkbox"/> |
| Final report for previous grant, if applicable | <input type="checkbox"/> |
| Last Financial statement, if any               | <input type="checkbox"/> |

You are welcome to include any supporting material that would assist the District of Sooke in assessing your project.

Mail or deliver this application to: Community Grant Review Committee  
District of Sooke  
2205 Otter Point Road,  
Sooke, B.C. V9Z 1J2

Phone: 642-1634 Fax: 642-0541  
Email: info@sooke.ca