

	Policy Title: Community Grant & Sponsorship Policy	Policy No: CO-003
	Authority: Council	Classification: Financial Services
	Date Adopted: January 13, 2020	Motion No:
Historical Changes: Replaces Community Grant Program Policy, 2017 (Policy No. 5.1)		

Purpose:

To define the parameters and guidelines of the District of Sooke community grant program and sponsorship requests.

Scope:

This policy is designed to provide guidance to Council and staff regarding the administration of community grants and sponsorship funding requests, and to serve as a resource for organizations seeking District of Sooke community grant or sponsorship funding.

Definitions:

Community Grant	Limited financial assistance provided by the District of Sooke to an eligible organization to assist with the cost of a specific project or program.
Capital Expense	Costs associated with the purchase of a tangible asset, such as property, buildings, or equipment with a useable life of greater than 1 year.
District	District of Sooke
Line Item	Expenditure presented for Council approval in the District of Sooke's annual Financial Plan.
Operational Expense	Costs associated with day to day organizational business, such as rental fees, advertising, insurance, or supplies.
Sponsorship	Funding provided by the District of Sooke to a community organization in exchange for promotional consideration.

Objective:

The District of Sooke may contribute to community projects, programs or events that improve the well-being of the District of Sooke community by providing funding in the form of a community grant. Community grants may be awarded to organizations that provide ongoing value to the community but are unable to raise all required funding without assistance from the District.

Principles:

1) Eligibility Criteria:

- a) Applications must demonstrate a benefit to the District of Sooke community in one or more of the following 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
- b) Community grants may be awarded for any capital or operational expenses, except for travel costs, salaries, and benefits.
- c) Applicant must be a not-for-profit organization (incorporated under Society Act of BC) or an unincorporated group with demonstrated objectives that are not-for-profit or charitable in nature.
- d) Applicant must show a demonstrated financial need by submitting a copy of their last Financial Statement and completing the Budget Information included on the *Community Grant Program Application Form*.
- e) Organization must be located primarily within the District of Sooke or offer programs or events within the District of Sooke.
- f) 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/or the Capital Regional District and/or the other benefitting municipality/municipalities for funding.
- g) 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.
- h) Grant applications for banquets, conferences, tournaments, etc. will be considered only for regional, national or international events taking place in the District of Sooke.
- i) No application requests for funding to individuals will be considered.
- j) 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.

2) Funding Limitations:

- a) Community grants may be awarded 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.
- b) Community grants are not intended to provide support for an indefinite period and may be awarded to any organization to a maximum of three consecutive years. Any organization

- receiving three consecutive years of community grant program funding will be deemed ineligible to receive a community grant for a one-year period.
- c) 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 for a maximum of three consecutive years.
 - d) Line item funding recipients must show five years of organizational history, demonstrating organizational growth and continuing community need.
 - e) Line item funding recipients will be required to resubmit an application for funding every three years to determine ongoing need. Applications should be considered on the official *Community Grant Program Application Form* as prescribed by the District of Sooke and must be submitted by September 15 of the year prior to expiry.
 - f) 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.
 - g) 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.

3) Application Procedure:

- a) To be considered by Council, all community grant applications must be received by the application deadline. Applications are due by **March 15.**
- b) Funding will be subject to annual municipal budget allocations.
- c) Applications will first be reviewed by staff to ensure all necessary application documentation and information is included.
- d) Incomplete and late applications will not be forwarded to Council for consideration. It is the responsibility of the applicant to ensure all required information is provided adequately and on time.
- e) Applications must be submitted on the official *Community Grant Program Application Form* as prescribed by the District of Sooke, and in the manner indicated on the form.

4) Assessment Criteria:

- a) Consideration of community grant applications will be based on the following:
 - i) Application shows secured funding sources other than from the District; and
 - ii) Organization has demonstrated sound financial and administrative management; and
 - iii) The group or organization has a broad base of community support and demonstrated track record of community service; and
 - iv) The event/activity/program is accessible to and provides a service to a large portion of the community.
- b) Priority consideration will be given to applications that align with Council's strategic goals and objectives, as outlined in the District of Sooke's *Strategic Plan*.
- c) Community grants will only be considered from an organization that has provided a completed *Community Grant Final Report*, in the form prescribed by the District of Sooke, regarding previously awarded grants, if applicable.
- d) Grant applications and uses must conform to section 25 of the *Community Charter*, which limits the assistance that Council is able to provide to a business.
- e) 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*).

5) Assessment Process:

- a) Community grant applicants will be invited 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.
- b) All community grant decisions by Council are final and not subject to appeal.
- c) Results of community grant applications will be made known to the public through the issuance of a press release, following approval by Council.

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 within 30 days.
- c) Community grant recipients must submit a *Community Grant Final Report* in writing upon completion of the project. The *Community Grant Final Report* must be submitted using the template prescribed by the District.
- d) The grant recipient may be asked to make a presentation to Council following completion of their event.
- e) If 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.
- f) Successful applicants shall invite the District of Sooke Council to any public community event for which they receive funding.

7) Sponsorships:

- a) Council will consider sponsorship requests throughout the year separate from the community grant application process.
- b) Requests for sponsorship funding must be submitted in writing to the Director of Finance and will be placed on a Council meeting agenda for consideration.
- c) Subject to budgetary consideration, sponsorships will be considered for amounts of up to \$500. Sponsorship requests exceeding \$500 may be approved only by a unanimous resolution of Council.
- d) Council shall only enter into a sponsorship arrangement with funding recipients whose objectives and activities are compatible with Council's legislative requirements, District policies and organizational values.

References:

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Policy Owner:	Director of Finance
Endorsed by:	Leadership Team – November 5, 2019
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Related Policies:	Previously, <i>Community Grant Program Policy 5.1</i>
Related Publications:	Community Grant Application Form Community Grant Final Report

Contact Information:

Position: Director of Finance