



CORPORATION OF THE TOWNSHIP OF ESQUIMALT
COUNCIL POLICY

TITLE: Local Grants Policy		NO. ADMIN - 32		
<u>POLICY:</u>				
Purpose of the Grants				
<p>This grant program is designed to assist not-for-profit societies in good standing with the Registrar of Companies and other non-profit and community organizations in achieving their objectives.</p>				
Quantity and Distribution of Funding				
<p>Each year Council may provide an amount of funding equal to the prior year's funding for Local Grants increased by the same percentage as the prior year's approved average residential tax increase.</p>				
<p>A Local Grant Committee, consisting of Council members appointed by the Mayor, will recommend a maximum of ninety percent of the annual budgeted amount (the 90% pool) to be allocated to applications submitted by the deadline of March 15th. The balance may be allocated throughout the remainder of the year as determined by Council. The determination of the amount of grant, if any, provided to any applicant, is at the discretion of Council.</p>				
<p>Applicants must appear before the Committee to speak to their application.</p>				
Eligibility Criteria				
<ol style="list-style-type: none">1. Preference will be given to applications from organizations based in Esquimalt or those that provide a service to Esquimalt residents.2. No retroactive funding applications will be considered.3. Except in special circumstances, only applications for projects, activities or events that will take place from January 1st in the current calendar year to March 31st in the following calendar year will be considered.4. No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.5. No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with.6. 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 Township will not be used to fund grants to other organizations.7. Any direct or indirect benefit from a permissive tax exemption must be declared in the application.				
Application Procedures				

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1. The official application form, (which can be obtained from the Township's Administration, Finance Departments or web site), **must** be used. Completed forms, together with any of the required supporting documents may be delivered, mailed, emailed or faxed to the Township.
2. The application must include:
 - the nature and goals of the project;
 - the names of those who will be involved in carrying out the project and, if applicable, a list of the Board of Directors;
 - a projected statement of revenue and expenses for the project;
 - a statement indicating the projected impact of the project on the Township of Esquimalt; and,
 - the prior year's financial statement for the organization.
3. If the organization submitting an application received a grant in the previous year, copies of any printed material (ads, press releases, programs, etc.), which acknowledge the financial support of the Township must be included.
4. Completed application packages must be received by the Township no later than March 15th in each year in order to qualify for the 90% pool.
5. Results of applications will be made known following ratification by Council.

Assessment Process

1. Applications will be reviewed by staff to ensure each application is complete prior to forwarding the completed applications to the Local Grants Committee.
2. The Local Grants Committee be appointed by the Mayor and will consist of three members of Council, rotated annually throughout the term of a Council and will be supported by a representative from the Finance Department.
3. For an application to be considered, petitioners for grants **must** appear before the Committee to speak to their application for a maximum of 5 minutes at a date and time arranged by the Township. Following the presentation, the Committee will deliberate their recommendation to Council on the allocation of funds. Council will make the final decision on the allocation of funds.
4. To access the funds remaining after the 90% pool has been allocated, applicants must submit an application and then appear before Council for a direct decision on funding.

Conditions of Funding

1. The applicant must acknowledge the support of the Township in all printed and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested. Any funds not used for the requested purposes must be returned to the Township.
3. At the completion of the project, the applicant must submit a final report within 120 days which includes:
 - a. a brief evaluation of the project;
 - b. a financial statement of actual revenue and expenses for the project (where

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applicable);

- c. attendance figures (where applicable);
- d. number of participants in the project; and
- e. an evaluation of the impact on the community.

4. In the event that the project is not completed, the grant recipient organization must notify the Township as soon as practical. The Township of Esquimalt reserves the right to request the return of the grant.

Application Deadline Dates: March 15th