



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	LOCAL GRANTS POLICY	NO.	ADM-83
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Effective Date:	December 1, 2025
Approved by:	Council
Reference:	ADM-25-002
Amends:	

POLICY:

This policy is designed to financially assist community groups and not-for-profit organizations with achieving their objectives in alignment with the Township's strategic priorities. The Local Grants Funding Program fosters collaboration, supports innovative initiatives, and strengthens community well-being, with an expectation of leveraging additional resources for long-term sustainability.

PROGRAM OBJECTIVES:

1. Foster thriving and equitable communities through active living, cultural celebration, and community well-being initiatives.
2. Build capacity and resilience by strengthening community organizations, promoting environmental sustainability, and developing leadership skills.
3. Advance education and innovation by supporting accessible educational opportunities and fostering youth development.
4. Enhance social well-being by addressing social needs, mental and physical health, and providing essential services to vulnerable populations.
5. Align with Council's strategic priorities to ensure funded projects contribute to broader goals, such as climate resilience, economic growth, and community engagement.

PROCEDURES:

Please refer to The Local Grant Guidelines for Further Details.

1. APPLICATION PROCESS

- Applications must be submitted online through the Township website within the specified deadlines:
 - Round One: Opens October 1, closes November 30 (90% of funding allocated).
 - Round Two: Opens May 1, closes June 30 (10% of funding allocated).
- Applications must meet pre-eligibility criteria, including non-profit registration, benefit to Township residents, financial stability, and an adequate project budget.

- Applicants are encouraged to consult with Township staff to ensure in-kind support requests align with available resources.
- Late or incomplete applications will not be considered.

2. ELIGIBILITY CRITERIA

- Applicants must be non-profit organizations registered in BC or charitable organizations registered with the Canada Revenue Agency.
- Events or projects must be hosted within Township boundaries and demonstrate direct benefits to residents.
- Applicants must demonstrate diverse funding sources and financial self-sufficiency.
- Ineligible applicants include government agencies, political groups, and organizations with outstanding reports for prior grants.

3. FUNDING GUIDELINES

- Council will approve an amount each year within the Financial Plan which is intended to support organizations seeking local grant support. This annual amount will be established during the first year of each new Council term and will remain unchanged for four years unless otherwise approved by Council.
- Funds may be used for:
 - Innovative strategies to enhance events.
 - Marketing, short-term specialized contractors, or temporary infrastructure.
- Exclusions include operational expenses, administrative costs, political activities, and projects outside approved timelines.

4. EVALUATION CRITERIA

Applications will be assessed based on the following weighted criteria:

Quality	20%	Alignment with Council's strategic priorities and demonstrated experience.
Feasibility	20%	Realistic timelines, budget, and sustainability.
Reach	20%	Community involvement and anticipated benefits.
Outcomes	40%	Social and economic impact, partnerships, and collaboration.

5. GRANT REVIEW PROCESS

- The Local Grants Committee, comprising three Council members, evaluates applications and submits recommendations to Council. Two staff members will be available for support and advice during the pre-assessment and assessment phase.
- Final funding decisions are approved by Council.
- Notification of decisions will be sent to all applicants, and successful recipients will be published on the Township website.

6. REPORTING REQUIREMENTS

- Recipients must submit a final report by December 31, including:

- Financial statements and evidence of fund usage.
- An evaluation of the project's goals and outcomes.
- Documentation of community impact and acknowledgment of Township support.
- Failure to report may disqualify recipients from future funding.

7. CONDITIONS OF SUPPORT

- Funds must be used for approved purposes only. Unused funds must be returned.
- Acknowledgment of Township support is required in all publicity materials.
- Grant recipients are encouraged to adhere to principles of Inclusivity, Diversity, Equity, and Accessibility (I.D.E.A.)

COMMUNITY EVENTS:

- Events must be held within Township boundaries to qualify for financial or in-kind support.
- In-kind contributions, such as facility use or staff time, are subject to pre-approval and availability.
- Event organizers must provide proof of insurance coverage, naming the Township as an additional insured.