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### Land acknowledgement

The Township of Esquimalt acknowledges with respect that we are within the Traditional Territories of the xʷsəpsəm or Kosapsum (Esquimalt) Nation and Songhees Nation.

Esquimalt council values the relationship with First Nations and has included working with xʷsəpsəm Nation and Songhees Nation to support economic, cultural, social and environmental opportunities.

## GLOSSARY

Application Assessment Criteria	The criteria used to evaluate grant applications include quality, feasibility, reach, and outcomes.
Council's Strategic Priorities	Key areas of focus and objectives set by the Township Council.
Eligibility Criteria	Organizations must meet specific requirements to apply for the grant.
In-kind Amounts	Non-monetary contributions, such as equipment, facilities and services, are provided instead of cash.
Local Grants Funding Program	A grant program funded by the Township of Esquimalt aimed at supporting local organizations in achieving a shared vision for the community.
Pre-Eligibility Criteria	Initial requirements must be met before an application can proceed to the full assessment.

## PROGRAM OVERVIEW

This program is designed to support local non-profit organizations that share the Township's goals of being a vibrant, distinct, resilient and diverse community for people to discover, feel welcome and belong. 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

The objectives of the Local Grants Funding Program are to:

### **Foster a thriving community for all**

Support local events and projects that create and reinforce a sense of community for residents and neighbours of all backgrounds through community events, arts and culture, and active living.

### **Support environmental stewardship**

Support local events and projects that improve the environment either directly or via education of residents, and support those local events and projects that minimize their impact on the environment.

### **Support a diverse local economy**

Support local events and projects that support Esquimalt-based businesses by bringing patrons from across the CRD and beyond, increasing visibility, and/or providing opportunities to provide unique goods and services to new patrons.

### **Align with Council's current Strategic Priorities**

Support local events and projects aligned with the council-identified strategic priorities.

## AVAILABLE FUNDING

Council will determine the annual Local Grants funding level as part of each four-year Financial Plan. This amount will remain fixed for the Council term unless otherwise amended.

The Township will communicate the approximate available funding at the beginning of each grant round to assist applicants in planning their requests.

Multi-year funding agreements may be considered for established events or programs that consistently demonstrate strong alignment with Township priorities and positive community impact. Criteria for multi-year funding eligibility will be available upon request.

## LOCAL GRANTS FUNDING PROGRAM DATES

The Local Grants Funding Program will have two rounds per year.

**Round One** will open on October 1 and close on November 30, with 90% of funding allocated for the following financial year. Funds must be fully expended and reported on by the end of the following year.

**Round Two**, which will have 10% allocated of the total funding, will open on May 1 and close on June 30. Funds must be expended and reported on before applying again for either Round One or Round Two.

## ELIGIBILITY CRITERIA

Applications for the Local Grants Funding Program are open to registered organizations or not-for-profit organizations that meet the eligibility criteria:

- Registration as a non-profit organization in the Province of BC or as a charitable organization with the Canada Revenue Agency, or a recognized non-profit committee
- Located within the Capital Regional district, and its services benefit Township residents.
- If funding is for an event, then the event needs to be hosted within the boundaries of the Township of Esquimalt.
- Active, ongoing volunteer involvement.
- Financial stability and accountability.

## WHO CANNOT APPLY?

- Government Agencies or Departments of Local, Provincial or Federal Government
- Organizations that have outstanding impact reports for previously received Local Grant funding.

## WHAT IS ELIGIBLE FOR FUNDING?

- Implementation of new innovative strategies to increase visitation to existing events, including event development and tourism marketing.
- Marketing costs.
- Engagement of short-term specialized contractors.
- Hire temporary infrastructure.
- Other expenses that directly contribute to achieving program objectives

## WHAT IS NOT ELIGIBLE FOR FUNDING?

- Development of privately owned facilities without broader community benefit.
- Funding for cash, donations, prize money or sponsorship.
- Operational Expenses (e.g. wages, utilities, rent).
- Administration expenses/sundries (e.g., printer cartridges, stationery, tea, coffee).
- Full-time employment costs.
- Catering for the event.
- Payment of a debt.
- Political activities.
- Projects anticipated to take place outside the dates specified by Council.
- Events or activities which have already started (no retrospective funding).
- Projects run solely for fundraising purposes, without broader community benefit.

## APPLICATION PROCESS

- All Local Grant Funding applications are completed and submitted online via the form on the Township's website.[link]
- Applicants are strongly encouraged to meet with Township staff before submission to discuss their project and receive guidance on the application process. Please contact [staff contact information]
- In-kind requests need to be included in your budget and are subject to availability and preapproval. Please ensure you have met with the Recreation Co-ordinator to ensure facilities and in-kind requests can be accommodated.
- The application assessment process takes approximately 4- 6 weeks from the date that the Round closed. Please plan accordingly.

## LIMITATIONS

- Satisfying the requirements under the Local Grants Funding Program Policy and Guidelines does not guarantee the receipt of a grant.
- Depending on the number of grant applications, organizations may not receive the full amount of their request.

- Approval of a local grant does not automatically represent a commitment to ongoing annual funding unless an agreement has been signed for a multi-year financial agreement.

#### PRE-ELIGIBILITY CRITERIA

#### **Financial Information**

The applicant organization must attach its latest financial statement, if available and two (2) of its most recent bank statements to the application form. For smaller grant requests (under \$2,000), simplified financial documentation may be acceptable - please consult with Township staff.

#### **Project Budget and Quotes**

The applicant organization needs to ensure that;

- The project budget is realistic and value for money.
- Where and if possible, grant funds must be spent on suppliers located within the Township of Esquimalt.
- For significant expenses, attach quotes from suppliers of goods and services. For smaller grants, this may not be necessary - please consult with Township staff.
- If submitted, quotes need to be dated, authentic and no more than two (3) months old

#### APPLICATION CHECKLIST

- Online form - Part A – Application
- Online form -Part B – Budget & quotes
- List of current board members
- Financial Statements (if applicable)
- Copy of your BC not-for-profit Society registration (if not previously submitted and if applicable)

#### APPLICATION ASSESSMENT CRITERIA

The Local Grant Funding Program is designed to meet and respond to the Council's several strategic priorities. [Read more about the Council's Strategic Priorities](#).

The Local Grant Application Assessment Criteria carries a total percentage weighting of 100% and is broken down as follows –

Outcomes	40%	Will the project add social value to the community and economic value to businesses?
		Are local organizations and/or businesses partnering or sponsoring the event, indicating confidence in its success and building collaboration and partnerships?
Quality	20%	Does the type of event/project align with the priorities and values of the Township?
		Does the applicant demonstrate experience delivering the required activities/services?
Feasibility	20%	Can the event/project be delivered on time, on budget and to a high standard?
		Is the event sustainable and able to run in future years?
Reach	20%	Is there greater community involvement and support for the event, reflecting overall confidence in its benefits?
		Will the project benefit Esquimalt's broader community? Is the event/project low to no-cost?

#### ASSESSMENT & DECISION PROCESS

Applicants should note that the process typically takes four (4) to six (6) weeks from the application deadline.

1. Pre-assessment:
  - Staff will assess the pre-eligibility criteria for each Local Events Grant application in accordance with the Local Grant Guidelines.
  - If the pre-eligibility criteria have not been met, the application may not proceed to the Application Assessment Criteria stage.
  - Incomplete or ineligible applications will not advance.
2. Application Assessment Criteria:
  - When the applications have been assessed as meeting the pre-eligibility criteria, they progress to the Application Assessment Criteria stage and are assessed against the percentage-weighted questions.
  - A Local Grants Committee comprising three Council members evaluates applications and submits recommendations to Council. Two staff members from either economic development, parks and recreation or finance will be available to support the committee.
  - If a member recuses themselves due to a conflict of interest, the committee may

continue with the consideration if a quorum, which is two members, is maintained.

- If a quorum is not maintained, the matter must be referred directly to Council for consideration.
- Council approves final funding decisions.

#### NOTIFICATION PROCESS

All applicants will be informed of the council's decision. Additionally, the Township's website will be updated with a list of those who were successfully awarded funding and the amounts they will receive.

#### GRANT PAYMENT PROCESS

Once the applicant has agreed and/or acknowledged the decision notification, the grant payment process commences. Before the end of the financial year, depending on the funding round, all monetary payments will be issued, and Township departments will be advised of any approved in-kind amounts

#### ACKNOWLEDGEMENT OF FUNDING

All successful Local Grant Funding applicants are required to actively and publicly acknowledge the Township's financial support.

You can acknowledge Township funding in several ways, for example:

- Display the acknowledgement on a sign or poster at the project.
- Invite the Mayor/Councillors to the project (Allow a minimum of four (4) weeks' notice).
- Speeches presented at the event/project (some record of the speech, e.g. a print copy of the speech or links to a video).
- Book & borrow a Township banner to display at the project.
- Inclusion of the acknowledgement in all e.g. promotions/marketing/invitations/brochures/flyers/stickers.
- In your organization's newsletter.
- In your organization's email signature block.
- On your organization's website.
- On your organization's Facebook page or other social media pages or in letters your organization sends to supporters/members/participants/volunteers.

**Tip:** Remember to keep evidence of your acknowledgments, such as photos or copies of materials that show how you recognized Township support.

Recipients must provide acknowledgment commensurate with the size of their grant: one form of acknowledgement for grants under \$2,000; two for \$2,000–\$5,000; and three or more for grants exceeding \$5,000.

#### TIPS – APPLYING FOR GRANTS/FUNDING

- Connect with staff before applying: Township staff are available to provide guidance and feedback on your application before submission. This can significantly improve your chances of success.
- One of the core values at the Township is Equity, Diversity and Inclusiveness. We share in the responsibility to create a positive culture, honour differences, and safeguard equity, inclusion and dignity for all. Where possible, consider telling us more about your Inclusivity, Diversity, Equity, and Accessibility (I.D.E.A.) in your application.
- Consider using a generic email address and password for your organization that can be passed on to the new governance committee each year (e.g. nameoforganization@gmail.com)
- Before you start your application, visit the Townships website, Local Grant Funding Program, and read the Guidelines and FAQs.
- Start your application early – don't leave it to the last minute.
- Don't assume the panel assessors of your application have any knowledge about your organization or your project. Explain your project as fully as possible.
- Have access to a computer and the internet, as all applications and acquittal forms are to be completed online via the online form.
- If you don't feel you are tech-savvy enough, ask a friend, relative or another member of your organization to help you. If you require further assistance, please contact a township staff member.
- Use plain language and clear messages.
- Clearly highlight the main points and demonstrate the outcomes your project will achieve.
- Be consistent with themes throughout the application and use a logical format.

#### PREPARE FOR UPLOADING DOCUMENTS

- Preview the application form first to determine which documents may need to be uploaded.
- The documents you submit with your application or report form must be in electronic format (e.g., PDF, Word, Excel).
- When saving documents to upload, give them meaningful names, for example:
  - Bank statement - Date.
  - Partnership Agreement - X Company - Date.
- Examples of the types of documents that may need to be uploaded include:
  - Quotes – must be dated, no more than three (3) months old and from local suppliers of goods and services where possible.
  - Evidence of legally incorporated not-for-profit entity status.
  - Evidence of financial viability.
  -

#### WHEN YOU SUBMIT

- Ask someone else to read your application – both to proofread and to check that it makes sense.
- Check spelling and grammar.
- Check that all supporting documentation is attached.
- Submit your completed application earlier than the closing date to avoid being unable to submit, e.g., power, internet, or computer outages.
- Check your email inbox, junk mail, or spam folder to ensure you receive the confirmation email advising that your application form was successfully submitted.

#### REPORT PROCESS

- The applicant will be emailed a confirmation of the approved funding and two versions of the Township logo.
- The reporting process is required to ensure that public monies awarded to grant recipients have been expended for the purpose approved, as per the Application Form and in line with the terms and conditions of the policy.
- Recipients must submit a final report by December 31, including:
  - Evidence of fund usage (invoices, receipts).
  - An evaluation of the project's goals and outcomes.
  - Documentation of community impact and evidence of acknowledgment of Township support.
  - Failure to report may disqualify recipients from future funding.
- The Report can be completed online via the website or emailed.
- If the funding is not fully reported, the applicant will be ineligible for any future Council funding until a satisfactory report is received.

#### APPLICANT SUPPORT

Applicants should submit a clear, well-prepared application that responds to all eligibility questions, addresses each criterion, and includes the required documentation and supporting materials.

Township staff are available to guide the process. Applicants are encouraged to connect early in their planning stage for advice on strengthening their application. To arrange a meeting or phone call, please contact [staff contact information].