



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Local Grants Policy

NO. Admin-32

POLICY:

Purpose of the Grants

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.

Quantity of Funding

Each year Council may provide an amount of funding equal to the prior year's approved funding for Local Grants increased by the same percentage as the prior year's approved average residential tax increase.

Ninety percent of the annual budgeted amount (the 90% pool) may be allocated to applications submitted for the March 15th deadline. The remaining amount may be allocated throughout the remainder of the year.

Eligibility Criteria

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.

EFFECTIVE DATE:
February 22 , 2005

APPROVED BY:
Council – Feb. 21,
2005 as amended

REF:

AMENDS NO.

PAGE 1 OF 7

Application Procedures

1. The official application form, which can be obtained from the Township's Administration or Finance Departments, must be used. Completed forms, together with any of the required supporting documents may be delivered, mailed or faxed to the Township.
2. The application must indicate 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. The application package must contain a projected statement of revenue and expenses, a statement indicating the projected impact of the project on the Township of Esquimalt and, if applicable, include a financial statement of previous year's activity.
3. If the organization submitting an application received a grant in the previous year, copies of any printed material (ads, press releases, programmes, 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% funding pool.
5. Results of applications will be made known following ratification by Council.

Assessment Process

1. Applications will be reviewed by staff who will ensure each application is complete and will forward completed applications to the Local Grants Committee.
2. The Local Grants Committee will consist of two members of Council, who will be 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 for the 90% pool, petitioners for grants **must** appear before the Committee to speak to their application. Organizations will make their presentations during the first part of the committee meeting in which their application is being reviewed. In all cases the presentation should be limited to 5 minutes.
4. Following presentations, the Committee will review the applications and make its recommendations to Council. Council makes the final decision.
5. For the remaining 10% of funds, applicants must appear before Council which may decide on the application directly.

Conditions of Funding

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AMENDS NO.

PAGE 2 OF 7

TITLE: Local Grants Policy	NO. Admin-32
<ol style="list-style-type: none"> 1. The applicant must acknowledge the support of the Township of Esquimalt 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. 3. At the completion of the project, the applicant must submit a final report within 120 days which includes: <ol style="list-style-type: none"> a. a brief evaluation of the project; b. a financial statement of actual revenue and expenses for the project (where 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 Township of Esquimalt reserves the right to request the return of the grant. 	
<p>Application Deadline Dates: March 15th</p>	
<p><i>Please enclose your last annual financial statement, if applicable. Include any supporting material that would assist the Township of Esquimalt in assessing your project.</i></p>	

EFFECTIVE DATE: February 22 , 2005	APPROVED BY: Council – Feb. 21, 2005 as amended	REF:	AMENDS NO.	PAGE <u>3</u> OF 7
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**LOCAL GRANT
APPLICATION**

Name of Organization: _____

Address of Organization: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____

Position(s) with Organization: _____ Phone: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

Have you applied before? _____ When? _____ Grant Received: \$ _____

Have you submitted a final report? Yes No

Fiscal year of organization: From _____ To _____

Are you currently receiving benefit from a Property Tax Exemption from the Township of Esquimalt?

Yes No

Incorporation number and date of incorporation: _____

Registered Canadian Charitable Organization number: _____
(Applicants must be not-for-profit organizations or be otherwise publicly accountable)

Describe your organization, its mandate and program(s): _____

Describe the project for which funds are being sought. Please indicate 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: _____

Benefit to Esquimalt: _____

BUDGET

Please give details on revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please state source)		EXPENDITURE (Please itemize)	
Description	Amount	Description	Amount
SECURE			
Subtotal			
SPECULATIVE			
Subtotal			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____

Please enclose your last annual report and financial statements, if applicable. Include any supporting material that would assist the Corporate Administrator in assessing your project.

Please mail or fax this application to:

Corporate Administrator
 Corporation of the Township of Esquimalt
 1229 Esquimalt Road
 Esquimalt, BC
 V9A 3P1
 Phone: 414-7100
 Fax: 414-7111

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