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| SUBJECT:        | <b><i>Community Grants</i></b> | POLICY NO: A1.30<br>CROSS REF.: |
| EFFECTIVE DATE: | June 27, 2017                  | APPROVED BY: Board              |
| REVISION DATE:  | October 16, 2018               | PAGE: 1 of 4                    |

**PURPOSE**

To establish criteria for the Regional Board and the Community Grants Committee to evaluate community grant program requests.

**POLICY**

The Regional District of Nanaimo provides community grant funding in order to assist registered non-profit organizations to provide social programs and services that serve a local community or provide a regional benefit. The organization must provide a social enrichment service and demonstrate that the service fills a need in the community. It is the desire of the Regional District that organizations strive for financial independence, therefore financial need must be demonstrated and an application must be submitted in the form approved. Continuing support should not be anticipated.

A Community Grants Committee will be established to review applications for grants and make recommendations to the Board for applications to be considered in conjunction with the following year's budget. The Committee membership will be in accordance with the Community Grants Committee Terms of Reference.

**GENERAL COMMUNITY GRANTS PROCEDURES**

1. Grant applications are only considered from registered non-profit organizations.
2. Community Grants are supported for the following general uses:
  - (a) Requests showing a significant benefit to the Regional District or specific area within the Regional District including but not limited to:
    - promoting volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs that are accessible to a large portion of the community's residents such as special events;
  - (b) Start-up costs for new organizations or new programs;
  - (c) Volunteer training;
  - (d) Capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.

3. Community Grants are not available for:
  - (a) Annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) Wages, salaries or other fees for service (remuneration);
  - (c) Capital improvements to rented or leased premises;
  - (d) Private enterprise.
4. The Regional District will advertise an opportunity to apply for Community Grants with a deadline of the last Friday in August. The Community Grants application form must be submitted in the form approved.
5. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.
6. Successful recipients must notify the Regional District in writing once the grant monies have been spent and provide brief details on how the money was used. If the entire grant is not used, the unused portion must be refunded to the Regional District of Nanaimo. Future applications from recipients not fulfilling this requirement will be rejected.
7. Community Grant requests will be considered within the criteria under this policy and relative to the overall objectives of the programs and services provided by the Regional District.

## Community Grants Criteria

The Regional District of Nanaimo awards grant funding to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Community Grants are for the following general uses:
  - (a) requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
    - the promotion of volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs which are accessible to a large portion of the community's residents such as special events;
  - (b) start-up costs for new organizations or new programs;
  - (c) one-time costs for a specific program or project such as supplies or equipment;
  - (d) volunteer training;
  - (e) capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.
2. To be eligible for grant funding the organization must:
  - (a) be a registered non-profit organization;
  - (b) be a local organization within the Regional District of Nanaimo;
  - (c) demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
  - (d) demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
  - (a) current year budget;
  - (b) full financial statements for its operation;
  - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
  - (d) information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
  - (a) annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) wages, salaries or other fees for service (remuneration);
  - (c) capital improvements to rented or leased premises;
  - (d) private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval.