



REGIONAL
DISTRICT
OF NANAIMO

2025 Community Grants

Please note: Recommendation #1 has been fulfilled and recommendation #2 was varied by the Committee as follows: That the Community Grants Application Form be amended to include the maximum grant amount and a requirement to provide the last five years of grants received from the Regional District of Nanaimo and whether reporting has been completed for the receipt of each grant.

RECOMMENDATIONS

1. To receive the 2025 Community Grants report for information purposes.
2. That the Committee provide direction on the awarding of Community Grants to recipients for 2025 and direction to amend the Community Grants Application Form to include the maximum grant amount and a requirement to provide the last five years of grants received and whether reporting has been completed for the receipt of each grant.

BACKGROUND

The total budget allocated for Community Grants is \$242,565 for 2025, with \$120,000 set aside for Community Grants by Application and the remaining \$122,565 awarded by Board resolution.

Community Grants by Application

The deadline for application submission for Community Grants by Application is the last Friday in April of each year. The purpose of this report is to provide information to the Community Grants Committee to support them in their deliberations. The \$120,000 per year allocated for Community Grants by Application included in the 2025 – 2029 Financial Plan, is consistent with the amount available in 2024.

Community Grants by Board Resolutions

The total for Community Grants allocated by Board Resolution in the 2025 – 2029 Financial Plan is \$122,565 and is distributed as follows:

- Transfer to Other Organization, \$50,000 for Infilm, as a reminder, this requisition started in 2018 with the intent to create an Economic Development service,
- Oceanside Community Safety Grants are administered by Oceanside Services Committee which includes one director from each of the municipalities of Parksville and Qualicum Beach and Electoral Areas E, F, G and H. Together, these communities raise up to \$9,000 to support community safety initiatives with the deadline for submitting applications being the last Friday in August,
- Other amounts by Electoral Area:
 - EA A
 - \$3,000 for Director Outreach
 - EA E
 - \$2,000 for Director Outreach (\$2,000 carried forward from 2023),

- EA F
 - \$10,000 for Karst Landscape Study (\$10,000 carried forward from 2023),
 - \$15,000 Allowance for fire/search & rescue (\$15,000 carried forward from 2022),
 - \$17,651 for Director Outreach (\$9,651 carried forward from 2023 & 2024),
- EA H
 - \$5,000 for Bow Horn Bay Community Club for 2024 through 2028 for community events including the Lighthouse Country Fall Fair, and
 - \$10,914 for Director Outreach (\$2,914 carried forward from 2024).

FINANCIAL IMPLICATIONS

Attachment 1 provides details of the twenty-five Community Grant applications that staff recommend that the Committee consider for approval/partial approval. Additional information is as follows:

- Amounts awarded for the previous 5 years are included in accordance with Resolution #23-312,
- Applications with amounts above the \$10,000 maximum are included as the change to include a maximum amount was approved on April 22, 2025 in accordance with Resolution #24-381, which was only a few days earlier than this years' deadline for application of April 25, 2025. For clarity in future years, staff recommend that the Grant Application Form be amended to include the maximum grant amount allowed in proximity to the dollar amount requested box on the application form (Attachment 2) to bring to the attention of the applicants that there is a maximum dollar amount. This should reduce the chance that we receive applications exceeding the maximum dollar amount which in future would be non-compliant and not be recommended to the committee for approval, and
- Applications where the applicant has not yet provided reporting on previous grants received have also been included which is consistent with prior years, but not in accordance with the Community Grants Policy and Criteria (Attachment 3). Staff have provided highlighting on these seven applications and staff recommend that if the Committee approves a grant to any of these applicants, that the applicant be requested to provide the outstanding reporting before the grant funds are disbursed. Staff further recommend that the Grant Application Form be amended to include a question 'Has your organization received a Community Grant from the RDN in the past 5 years? If so, please provide the year, the dollar amount and whether reporting has been provided for each grant received.' This will prompt the applicants to ensure that reporting has been done as staff recommend that any future applications received from applicants that have not provided reporting would not be recommended to the committee for approval.

There were an additional three non-compliant applications (2 late applications and 1 application for capital on leased premise) that are not included in Attachment 1 and have not been included in this agenda package.

As the application requests of \$169,143 exceed the \$120,000 Community Grants by Application budget, the Committee may want to consider awarding grant funding to a limited number of applicants or awarding grant funding to all applicants with reduced amounts.

REVIEWED BY:

- J. Birch, Acting GM Corporate Services and Transportation
- L. Grant, Acting Chief Administrative Officer

ATTACHMENT

1. List of Applicants, amounts requested and Community Grants awarded for the previous 5 years
2. Community Grants Application Form
3. Community Grants Policy and Criteria