



REGIONAL DISTRICT OF NANAIMO P O L I C Y

SUBJECT:	<i>Community Grants</i>	POLICY NO: A1.30 CROSS REF.:
EFFECTIVE DATE:	July 25, 2017	APPROVED BY: Board
REVISION DATE:	October 16, 2018 October 22, 2019 April 22, 2025	PAGE: 1 of 3

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 while staying within the current 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;

- (e) For an item to be considered a capital cost, it must have a useful economic life extending beyond a fiscal year and must meet the capital threshold requirements set by the organization requesting the funds. For further clarification, the organization is required to disclose that the item is considered capital in accordance with their policies.
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;
 - (e) Applications of retroactive nature.
 4. The Regional District will advertise an opportunity to apply for Community Grants with a deadline of the last Friday in April. 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 in the maximum amount of \$10,000 per applicant 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;
 - (f) for an item to be considered a capital cost, it must have a useful life extending beyond a fiscal year and must meet the capital threshold requirements set by the organization requesting the funds. For further clarification, the organization is required to disclose that the item is considered capital in accordance with their policies.

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.