

PROCEDURE

Title: Community Grants Framework

Division: Parks, Culture & Community Services

Procedure Number: 0186

File Number: 0282-20-0186

1. Governing Policy

- 1.1. This procedure is associated with the Community Grants Framework Policy 0121.

2. Scope/Application

- 2.1. This procedure applies to the District of West Vancouver's Community Grants Program and any other community grants program established by Council.

3. Procedure

3.1. Community Grants Program Streams

3.1.1. There are currently four distinct streams within the Community Grants Program:

- a) Arts, Culture & Heritage;
- b) Community & Social Services;
- c) Community Vitality & Environment; and
- d) Local to Global Youth Initiatives.

Arts, Culture & Heritage grants support the development of the cultural sector in West Vancouver for all categories of arts.

Community & Social Services grants support organizations working to address and find solutions to community social issues that impact residents. This includes meeting the needs of vulnerable populations, respecting social diversity, and promoting social integration and inclusion.

Community Vitality & Environment grants support organizations working on one-time projects to improve or enhance a sense of community, green and healthy environments, and engagement of West Vancouver residents through community initiatives.

Local to Global Youth Initiatives grants empower young people to impact their communities by investing in individuals, as well as grassroots community projects. The grant recognizes individual youth who act as ambassadors of West Vancouver by participating in competitions, tournaments, competitive festivals, workshops, conferences, or leadership initiatives that are regional, provincial, national or international in scope. The grant can also assist groups who wish to create these types of opportunities in West Vancouver for youth. The purpose of grants from this fund is to provide one-time support for organization, participation and/or event costs.

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3.2. Types of Community Grants

- 3.2.1. *Operating grants* support organizations for services provided on an ongoing basis, or to organizations that provide a single service, whether ongoing throughout the year or recurring annually. Only applications to the Arts, Culture & Heritage stream and the Community & Social Services stream are eligible for operating grants.
- 3.2.2. *Project grants* support organizations to implement specific programs or projects with an identifiable end date. Applications to all stream categories (Arts, Culture & Heritage; Community & Social Services; Community Vitality & Environment; and Local to Global Youth Initiatives) are eligible for project grants. Project grants are generally not multi-year in nature.

Some organizations apply for funding for a variety of distinctly different services. An organization submitting more than one project grant application must be able to distinguish and differentiate all the required elements of each project.

A maximum of two project grants may be submitted for any one funding cycle if an operating grant is also submitted.

A maximum of three project grants may be submitted for any one funding cycle if no operating grant is submitted.

3.3. Grant Adjudication Process

- 3.3.1. Organizations seeking grants must meet the specific eligibility criteria and additionally provide complete information set out in the application form. During the grant adjudication process, other information may be requested to fully consider the application.
- 3.3.2. Grant applications are reviewed by an advisory panel to provide an independent adjudication process and funding recommendations are forwarded to the Arts & Culture Advisory Committee for review prior to Council approval.
- 3.3.3. Applications for grants from the Local to Global Youth Initiatives stream are received, adjudicated and funded throughout the year; the advisory panel makes recommendations to the Director of Parks, Culture & Community Services for approval.

3.4. Eligibility for Operating and Project Grants

- 3.4.1. With the exception of applications for the Local to Global Youth Initiatives, all applicants must be not-for-profit organizations in good standing and currently incorporated as a “society” under the BC Societies Act.
- 3.4.2. A group of individuals with support from a not-for-profit organization may apply for a project grant. If approved, the grant will be issued to the not-for-profit organization and that organization will be entirely responsible for all accountability requirements.
- 3.4.3. Organizations seeking grants must meet specific eligibility criteria and provide complete information set out in the application form. During the grant adjudication process, other information may be requested to fully consider the application.

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3.4.4. The Community Grants Program does not fund:

- individuals or businesses (except Local to Global Youth Initiatives grants);
- fundraising projects or programs;
- projects or applications that provide flow-through funds or grants to other organizations;
- endowment funds, capital costs or start-up costs;
- 100% of any operating or project costs;
- debt retirement or reserves; mortgage pay-downs;
- expenses incurred prior to the application date;
- activities and events by religious, ethnic, cultural or political organizations that primarily serve their membership and/or their direct purposes;
- groups that disparage others;
- organizations that do not demonstrate financial need; and
- services provided by or contracted by other levels of government including medical treatment or rehabilitation programs that are funded by the Medical Services Plan of BC.

3.5. Criteria for Operating and Project Grants

3.5.1. Grant applications are adjudicated considering the following criteria:

- Organizations must be in good standing and currently incorporated as a “society” under the BC Societies Act.
- Services and programs to be funded must be aligned with the purpose of the Community Grants Program.
- Applicants must show evidence of a need for the service provided to the community. The advisory panel reviews the applicant organization’s annual budget and/or program budget, its diversified funding base including grants, earned revenues and community support through sponsorships and donations (cash and in-kind), and any unallocated reserves held by the organization.
- Organizations must demonstrate that the activities within their application meet the needs of West Vancouver residents and/or enhance residents’ quality of life.
- Applicants must identify the number of West Vancouver residents served and/or the impact of the service on meeting residents’ needs.
- Volunteer base.
- The ability of the organization to implement the program or service.
- The annual Community Grants Program budget available and number of applications received.

3.5.2. In adjudicating applications, the advisory panel may take into consideration other benefits received by the applicant from the District, such as use of municipal facilities, receipt of services without charge or below ordinary cost, and benefits derived through Permissive Tax Exemptions.

3.5.3. Operating grants may be up to a maximum of \$15,000 annually.

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- 3.5.4 Project grants may be up to a maximum of \$10,000 annually.
- 3.5.5. If the project or program is north shore-wide, a West Vancouver component must be clearly identified.
- 3.5.6. Festivals, special events, tournaments, and anniversary celebrations will be considered for project grants.
- 3.5.7. Special events that build awareness of an organization's activity will be considered for project grant funding. If the event is to be repeated, or become annual, it should be incorporated within the operating activities of the organization and an application should be made for an operating grant.
- 3.5.8. Other funding sources for project grants should be sought and identified in the application.

3.6. Criteria for Local to Global Youth Initiatives Grant

- 3.6.1 Individuals or groups of youth may apply.
- 3.6.2. Applications from groups must be for initiatives held in West Vancouver or be able to demonstrate a significant benefit to West Vancouver's youth.
- 3.6.3. Individual applicants must be West Vancouver residents aged 25 or younger at the time of the event.
- 3.6.4. Each application is considered on a first-come, first-serve basis. Should the Local to Global Youth Initiatives stream be exhausted in a given year, remaining applications that are eligible and would otherwise be recommended will be placed in sequence for review and consideration in the following fiscal year. In this event, such applicants do not need to re-submit their application.

3.7. Multi-Year Funding

- 3.7.1. Operating grants may be given on a multi-year basis with three years being the maximum. Multi-year funding is exceptional, is not guaranteed for any applicant, and is dependent on funds available in the Community Grants Program. The intent of multi-year funding is to provide the organization with some certainty for planning, budgeting and attracting other sources of funding. Multi-year funding is subject to performance and may be withdrawn if the applicant does not perform or fails to provide documents to evidence performance. A request for multi-year funding must be submitted in an accompanying letter along with the grant application form outlining the need for multi-year funding and a two to three-year budget estimate.

3.8. Funding Acknowledgement and Reporting

- 3.8.1. Organizations receiving a Community Grant must acknowledge funding assistance on all appropriate print and web-based material relating to the organization with the following: *We gratefully acknowledge the support of the District of West Vancouver through their Community Grants Program.*
- 3.8.2. Organizations receiving a Community Grant must submit a completed annual Accountability Form for each grant received. Failure to submit an Accountability

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Form will affect the organization’s eligibility to access funds from the Community Grants Program in future.

3.9. Annual Allocation of Program Funding

- 3.9.1. Council determines the budget for the Community Grants Program through the District’s annual budget process.
- 3.9.2 The budget for the Community Grants Program (except Local to Global Youth Initiatives) is separated into different program streams reviewed annually by an advisory panel and approved by the Director of Parks, Culture & Community Services based on the number of applications received and amount of funding requested in each stream for:
 - a) Arts, Culture & Heritage;
 - b) Community & Social Services; and
 - c) Community Vitality & Environment.

Based on the approved funding for each program stream, grant adjudication is conducted by the advisory panel. Recommendations by the advisory panel are reviewed by the Arts & Culture Advisory Committee and forwarded to Council for final consideration and approval.

- 3.9.3. The Local to Global Youth Initiatives program stream is reviewed annually in January and budget allocation is approved by the Director of Parks, Culture & Community Services. Based on the approved funding for this program stream, grant adjudication is conducted by the advisory panel and forwarded to the Director of Parks, Culture & Community Services for final consideration and approval.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/01/27	
Council minutes eDocs # (Council Procedures only)	5796554	
Council report eDocs # (Council Procedures only)	5784320	
Signature	<u>[Original signed by Mayor]</u> Mayor	

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5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	