

# **District Of West Vancouver Community Grants Program Policy Framework (2017)**

## **SECTION A: DISTRICT OF WEST VANCOUVER OVERVIEW**

### **West Vancouver Vision**

West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.

### **West Vancouver Mission**

We champion the opportunities that demonstrate our deep commitment to:

- foster a sense of shared and individual responsibility for community well-being, inclusion, social unity and respect for our full heritage;
- protect, restore and defend our natural environment; legislate efforts to effect positive change;
- encourage diversity in housing, land use and innovative infrastructure within our distinct neighborhoods to meet changing needs;
- enrich community vitality, health and understanding through integrating arts, learning, inter-cultural experiences and physical activity into our daily lives; and
- maximize the potential of our economic base and services, and balance the effective, long-term use of resources for current and future generations.

### **West Vancouver Strategic Objectives**

Mayor and Council have determined eight priorities for the District to focus on throughout their term. For 2014 to 2018, these priorities are:

- Ambleside: Waterfront and town centre;
- built form, housing and neighbourhood character;
- fiscal sustainability and municipal services;
- natural environment and climate action;
- Official Community Plan review;
- arts, culture and heritage;
- Police services and Municipal Hall project (formerly the Public Safety Building); and
- traffic and transportation.

The District of West Vancouver, through Council, community and staff, develops strategies and priorities for implementing strategic objectives that align with the District's vision and mission. Implementation may include partnerships with not-for-profit organizations doing work in the community and for the benefit of West Vancouver residents.

## **SECTION B: COMMUNITY GRANTS PROGRAM OVERVIEW**

### **1. West Vancouver Community Grants Program**

The District established the Community Grants Program to support not-for-profit organizations that deliver important social, arts, cultural and community services in, or for citizens of West Vancouver. Through the Community Grants Program, individuals and groups of West Vancouver youth may apply for financial support through the Local to Global Youth Initiatives Fund.

The Community Grants Program supports the District's commitment to civic responsibility, community life and economic stability. Council appoints citizen volunteers to the Community Grants Committee (CGC) to provide independence in the adjudication process for Community Grants. Guided by the Blueprint for Social Responsibility and Change, CGC members evaluate applications and make recommendations to Council on requests from not-for-profit organizations for financial support to do their work in the community. Local to Global Youth Initiatives Fund grant applications are reviewed by the CGC, with recommendations forwarded to the Director of Parks, Culture & Community Services.

### **2. Community Grants Program Purpose**

The Community Grants Program benefits residents of West Vancouver by:

- supporting diverse not-for-profit organizations that respond to a broad spectrum of community needs and interests;
- providing local government sponsorship for community organizations to better attract funding from senior levels of government, donors and foundations; and
- encouraging civic engagement, service and volunteerism.

### **3. Community Grants Program Funds**

There are four distinct funds within the Community Grants Program:

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

Council determines the budget for the Community Grants Program through the District of West Vancouver's annual budget process.

By investing in individuals, as well as grassroots community projects, Local to Global Youth Initiatives Fund grants empower young people to impact their communities. They recognize individual youth who act as ambassadors of West Vancouver by participating in competitions, tournaments, competitive festivals or civic events that are regional, provincial, national or international in scope or nature and those groups who wish to create these types of opportunities in West Vancouver. The purpose of grants from this fund is to provide one-time support for participation and event costs.

*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 in collaboration 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 that may be working in collaboration with the District of West Vancouver on one-time projects to improve or enhance sense of community, green and healthy environments and engagement of West Vancouver residents through community initiatives.

#### **4. Types of Community Grants**

*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 fund and the Community & Social Services fund are eligible for operating grants. Operating grants may be given on a multi-year basis. 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.

*Project grants* support organizations to implement specific programs or projects with an identifiable end date. Applications to all fund 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. In such cases, the CGC may consider multiple applications for each distinct service. An organization submitting multiple applications must be able to distinguish and differentiate all the required elements for the CGC to evaluate their applications.

With the exception of grant applications to the Local to Global Youth Initiatives Fund, the Community Grants Program does not recommend grants to individuals or for expenses incurred prior to the application date.

## SECTION C: APPLICANT ELIGIBILITY AND GRANT ADJUDICATION PROCESS

### 1. Eligibility

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 so the CGC may fully consider the application.

With the exception of applications for the Local to Global Youth Initiatives fund, all applicants must be not-for-profit organizations in good standing and currently incorporated as a “society” under the BC Societies Act.

With the exception of grant applications made to the Local to Global Youth Initiatives fund, the annual deadline for all grant submissions is **January 31**.

The following is a list of types of applicants or purposes which **THE COMMUNITY GRANTS PROGRAM DOES NOT FUND**:

- individuals or businesses
- fundraising projects or programs
- organizations that raise money to provide flow-through funds or grants to other organizations
- endowment funds, capital costs or start-up costs
- organizations without any operating history
- 100% of any operating or project costs
- debt retirement or reserves; mortgage pay-downs
- expenses incurred prior to the application date
- activities and events of religious, ethnic, cultural or political organizations that primarily serve their membership and/or their direct purposes
- groups that disparage others
- medical treatment or rehabilitation programs that are funded by the Medical Services Plan of BC
- organizations that do not demonstrate financial need
- services provided by or contracted by other levels of government.

## 2. Grant Adjudication Process

Applications for grants from the Local to Global Youth Initiatives fund are received, adjudicated and funded throughout the year; the CGC makes recommendations to the Director of Parks, Culture & Community Services for approval of these grants.

Applications to the Arts, Culture & Heritage; Community & Social Services; and Community Vitality & Environment funds are received and adjudicated once annually. The deadline for submission is **January 31**. The CGC makes recommendations to Council for funding, which takes place once in a calendar year and ties into the municipal budget process. Grant approvals are generally determined by June of each year.

In adjudicating applications, the CGC 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.

## SECTION D: GUIDELINES FOR OPERATING GRANTS

### 1. Guidelines for Applying for an Operating Grant

- a) Organizations must be in good standing, currently incorporated as a “society” under the BC Societies Act.
- b) Operating grants may be up to a maximum of \$15,000 annually.
- c) Organizations must demonstrate that the activities within their application meet the needs of West Vancouver residents and/or enhance residents’ quality of life.
- d) Organizations may apply for more than one operating grant if the requests are for distinct programs or services.
- e) Organizations may apply for operating grants for a single or multi-year basis. Applicants meeting the eligibility criteria must provide the service during the period, maintain a proven record of accountability and demonstrate the need for funding to sustain the service.
- f) Organizations receiving operating grants are not excluded from applying for project grants.
- g) Organizations receiving a Community Grant must acknowledge funding assistance on all 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.*
- h) Organizations receiving a Community Grant must submit a completed annual accountability form for each grant received.

### 2. Evaluation Criteria for Operating Grants

Applicants must use and fully complete the downloadable application form to apply.

Operating grant applications will be reviewed based on the following criteria:

- organizations must be in good standing and currently incorporated as a “society” under the BC Societies Act
- services to be funded must be aligned with the purpose of the Community Grants Program
- applicants must show evidence of need for the service
- applicants must show evidence of financial need for a grant

## **SECTION E: GUIDELINES FOR PROJECT GRANTS**

### **1. Guidelines for Applying for a Project Grant**

- a) If the project is north shore-wide, a West Vancouver component must be identified.
- b) One-time-only special events, tournaments and anniversary celebrations will be considered.
- c) 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 it will be entirely responsible for all accountability requirements.
- d) The application must show either the completion of the project within one year, or an indication of what other sources of funding will support the activity in the future or to completion.
- e) Projects should build on the strengths of the community to respond to identified issues, needs and priorities.
- f) Projects that leave a legacy or demonstrate long-term benefits will be given preference.
- g) 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.
- h) Wherever possible, those affected by the project should be involved in its development, implementation and evaluation.
- i) Other funding sources for project grants should be sought and identified in the application.

### **2. Evaluation Criteria for Project Grants**

Applicants must use and fully complete the downloadable application form to apply.

Project grant applications will be reviewed based on the following criteria:

- Organizations must be in good standing and currently incorporated as a "society" under the BC Societies Act.
- Services to be funded must be aligned with the purpose of the Community Grants Program.
- Applicants must show evidence of need for the project.
- Applicants must show evidence of financial need for a grant.



## **SECTION F: GUIDELINES FOR LOCAL TO GLOBAL YOUTH INITIATIVES GRANT**

### **1. Guidelines for Applying for a Local to Global Youth Initiatives Grant**

- a) Organizations, individuals and groups of youth may apply.
- b) Individuals applying may do so based on out-of-pocket costs to participate in competitions, tournaments, competitive festivals, conferences or leadership initiatives that are regional, provincial, national or international in scope.
- c) Applications from groups must be for initiatives held in West Vancouver or be able to demonstrate a significant benefit to West Vancouver's youth.
- d) Applicants must be West Vancouver residents aged 25 or younger at the time of the event.
- e) Individual applicants may make multiple applications for distinct events, however, the maximum grant for any applicant is \$500.

### **2. Application Process for Local to Global Youth Initiatives Grants**

- a) Applicants must use and fully complete the downloadable application form to apply.
- b) Applicants must disclose actual out-of-pocket expenses directly incurred or anticipated, including competition, tournament or conference entry fees and transportation to the event.
- c) Applicants should include a description of their individual and/or group efforts to find additional sources of funding for the event through their own fundraising initiative and or sponsorship.
- d) There is no annual submission deadline for Local to Global Youth Initiatives grants. Applications may be made and will be received and considered at any point during the year. Applicants are urged to apply prior to the event, but may submit an application for a grant up to three (3) months after the event has completed.

### **3. Evaluation Criteria for Local to Global Youth Initiatives Grants**

- a) Each application will be assessed on its own merits against the Local to Global Youth Initiative fund eligibility criteria and not compared to other applications.
- b) Applications are adjudicated by the CGC, and recommended applications are approved by the Director of Parks, Culture & Community Services.
- c) Each application is considered on a first-come, first-serve basis. Should the Local to Global Youth Initiatives fund 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.