



**CITY OF WILLIAMS LAKE
POLICY NO. 230**

ISSUED: JULY 16, 2024
PREPARED BY: DEPUTY CORPORATE OFFICER
AUTHORIZED BY: COUNCIL
TITLE: **COMMUNITY GRANTS PROGRAM POLICY NO. 230**

PURPOSE

1. The purpose of this policy is to provide a mechanism for temporary financial assistance in the form of Community Grants to local registered non-profit organizations for projects, activities and events that strengthen and enhance the well-being of the community, promote volunteerism and support the goals and strategic priorities of the City of Williams Lake (the City).
2. This policy is also intended to provide guidance to Council and staff regarding the administration of Community Grant applications.

PROGRAM OVERVIEW

3. The maximum total amount of Community Grants provided annually by the City will be \$40,000.
4. The maximum amount issued to any one applicant in a calendar year will be \$5,000.
5. The maximum amount to be awarded by Council as part of the Primary Intake will be \$35,000.
6. Notwithstanding Sections 4 and 11 of this Policy, Council may consider awarding Community Grants of up to \$500 to unregistered non-profit organizations or groups for events that enhance the well-being of the community.
7. Community Grants will be provided for one-year terms only, and funding must be utilized in the calendar year it is issued.
8. Community Grants will be provided under the following categories:
 - i. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities; or
 - ii. **Special Event** – seed funding for new events or funding of an ongoing event; or
 - iii. **Special Project** – funding for a special project, program or activity; or
 - iv. **Event / Tournament / Conference Hosting** – hosting an event, tournament or conference that will have economic benefits for the community.

9. Community Grants will not be provided to support ongoing normal operations, wages and expenses of the requesting organizations.
10. When considering an application for a Community Grant, Council may give consideration to:
 - Other additional forms of financial assistance received by the applicant from the City (i.e. Fees for Service, Building/Property Leases, Permissive Tax Exemptions); and
 - Past event / project and grant reporting history, etc.

CRITERIA

11. In order to qualify for a Community Grant from the City, applicants must:
 - i. Be a registered non-profit organization (registered number to be indicated on application – or see Section 6 above) operating within the community or contributing to the general interest, health and/or welfare of the community (i.e. to improve economic, social and/or environmental well-being of the community) – businesses, commercial enterprises and individual persons do not qualify as applicants;
 - ii. Provide a service, project or event that supports the priorities and goals of the City and enhances community well-being; and
 - iii. Include a project summary, including a draft budget outlining the proposed use of funds, together with the completed application form.
12. Services, projects or events proposed by the applicant for use of Community Grant funding must not:
 - Offer direct financial assistance to individuals or families; or
 - Duplicate or replace services that fall within the mandate of senior levels of government or local service agencies; or
 - Support a provincial or national fundraising campaign; or
 - Be of a commercial nature; or
 - Contravene any statutory or municipal bylaws, regulations, policies or other guiding documents or legislation (i.e. Official Community Plan, Council's Strategic Priorities).
13. The Chief Administrative Officer is authorized to decline any application submitted if the proposed event, project or expenditure:
 - Discriminates against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or class of persons, gender expression and gender identity; or
 - Involves personal opinions or stimulates personal advantage or gain; or
 - Advocates against human rights and freedoms under existing Canadian Law.

APPLICATION PROCESS

14. Applications must be submitted in writing in a form as established by the Corporate Officer.
15. **Primary Intake** – Applications will be accepted up to and including September 30th the year preceding issuance of funding, or end of day the following business day should September 30th fall on a weekend or statutory holiday where the City's offices are closed.

16. **Year-Long Intake** – Following consideration by Council of applications received by the primary intake deadline of September 30th for next year funding, and should funds in the annual Community Grants budget not have been fully dispersed as part of the primary intake, applications for Community Grants may be considered by Council until December 31st of the respective year on a first come first service basis until the annual funding limit of \$40,000 has been reached.

REVIEW AND CONSIDERATION BY COUNCIL

17. Applications submitted by the primary intake deadline will be reviewed and presented at either a Central Cariboo Joint Grant Applications Review meeting (in accordance with the Central Cariboo Joint Committee Terms of Reference) or a Committee of Whole Council meeting before December 1st of each year.
18. Applications submitted as part of the year-long intake will be presented to Council as soon as practicable once received.
19. All recommendations for awards of Community Grants will be ratified/approved at a Regular Council meeting.

ISSUANCE OF APPROVED FUNDS

20. Approved Community Grant payments are issued annually by the City on the third Thursday in July.
21. Notwithstanding Section 19, the Corporate Officer is authorized to approve written requests for earlier issuance of funds within the same calendar year for an event, project or capital expenditure taking place prior to the above date.

OBLIGATIONS OF FUNDING RECIPIENTS

22. Recipients of Community Grants must:
 - Acknowledge the support of the City in all publicity related to the project / event funded;
 - Permanently acknowledge the contribution of the City for any capital purchase / development;
 - Utilize the funds received only for the purposes for which they were applied for and approved; and
 - Submit a final event / project / expenditure report outlining the use of City funds and overall budget showing revenues and expenditures by September 30th of the year funding was issued, or within 30 days of the event or project completion if occurring after this date in the same calendar year (in the form of a letter or fillable form provided by the City).
23. The City of Williams Lake reserves the right to request additional reporting and financial statements at its sole discretion.

24. Use of Community Grant funds contrary to the purpose for which they were applied for and approved, or to this Policy or any other federal, provincial or municipal law, may result in the organization:
- Being required to remit part or all of the current year Community Grant funding back to the City; and
 - Being ineligible for future grants from the City.

DELEGATION FOR FORM UPDATES

25. The Corporate Officer, or alternate, is hereby delegated the authority to develop and update the City of Williams Lake Community Grants application form and evaluation checklist, as may be required from time to time.