

	<b>POLICY</b>	
	<b>No.</b>	<b>Page 1 of 5</b>
<b>SUBJECT:</b> Grant Policy		
<b>PREPARED BY:</b> Finance		
<b>AUTHORIZED BY:</b>		
<b>EFFECTIVE DATE:</b> June 11, 2015		<b>REVISION DATE:</b> October 26, 2017
<b>REVIEW FREQUENCY:</b>		

### 1. **Purpose**

The purpose of the Grant Policy is to guide the City in managing grants with the exception of Housing, Festival Investment and the My Great Neighbourhood Grants which are guided under separate policies.

### 2. **Objective**

The objectives are:

- Support not-for-profit organizations serving the City of Victoria
- Enhance the quality of life for residents, businesses and visitors
- Deliver services on behalf of the City
- Complement or extend the reach of City service
- Provide a service the City would otherwise deliver given adequate resources
- Meet evolving strategic and community priorities
- Provide opportunity to a diverse group of applicants
- Promote sound financial management
- Provide a fair, consistent, effective and efficient evaluation process
- Promote transparency and accountability

### 3. **Grant Definitions**

The City Grant Programs will consist of three grant streams: Direct Award Grants, Strategic Plan Grants and Micro Grants.

#### **Direct Award Grants:**

- For eligible organizations delivering a service or program on behalf of the City on an ongoing basis, including a service to operate City-owned facilities.

Direct Award Grants are:

- a) Community and senior centre operating grants
- b) Neighbourhood base grants and insurance
- c) Heritage grants
- d) Recreation Integration Victoria
- e) Volunteer coordinators for each neighbourhood with a community garden
- f) Youth Council

#### **Strategic Plan Grants:**

- For eligible organizations working on a project or program basis that supports the actions and outcomes of the City's 2015-2018 Strategic Plan Objectives.

#### **Micro Grants:**

- For eligible community groups delivering a service or program for volunteer coordination of commons and community gardens.

#### **4. Eligibility Criteria**

##### **Common Criteria**

**The organization must meet all the following criteria to apply for a grant:**

- Registered non-profit organization in good standing in the Province of BC or registered charitable organization in good standing with the Canada Revenue Agency
- Organization resides within the Capital Regional District and the services and activities benefit residents of the City of Victoria
- Complement or extend the reach of the City services
- Evidence of clear mandate and competent administration
- Evidence of ongoing, active volunteer involvement
- Not in arrears with the City of Victoria
- Not in bankruptcy or seeking creditor protection
- Demonstrate financial stability and accountability
- Evidence of diversity of funding sources and/or increasing financial self-sufficiency
- Applicants must apply for funding on an annual basis
- Projects or programs must be substantially completed within the grant time period
- Monitoring and reporting requirements

**The grant must be leveraged to create additional financial value by securing one or more of the following:**

- Funding from other governments or other organizations
- Corporate sponsorships
- Matching funds
- In-kind contributions
- Waived fees and charges

**The following activities and costs are *ineligible* for grant funding:**

- Commercial activities and related costs
- Religious activities and related costs
- Land purchase and land improvements
- Activities and costs that are the responsibility of other governments
- Costs not directly associated with approved project, program or service
- Fundraising costs for the operations of the organization
- Travel costs
- Conference, workshop, training or professional development costs
- Deficit or debt repayment
- Re-investment of unused grant revenue by funded organization
- Festivals
- Impact to public space
- Capital requests

##### **Specific Criteria**

**Direct Award Grants:**

- Fund the operation of City-owned facilities and/or
- Deliver services on behalf of the City

**Strategic Plan Grants:**

- Projects or programs must be based in the City of Victoria, or the portion of the activity that takes place in the City of Victoria
- Projects or programs must be substantially completed within July 1 to June 30 each year

- The final report will be a prerequisite for ranking subsequent requests
- Administrative costs are capped at a maximum of 18% of total budget
- Organizations can be funded up to 75% of project or program costs
- Operating funding up to 50%

The grant must support the outcomes of at least one of the following City Strategic Plan Objectives:

- Innovate and Lead
- Engage and Empower the Community
- Strive for Excellence in Planning and Land Use
- Build Financial Capacity of the Organization
- Create Prosperity through Economic Development
- Make Victoria More Affordable
- Facilitate Social Inclusion and Community Wellness
- Enhance and Steward Public Spaces, Green Spaces and Food Systems
- Complete a Multi-modal and Active Transportation Network
- Nurture Our Arts, Culture and Learning Capital
- Steward Water Systems and Waste Streams Responsibility
- Take Climate Action and Prepare for Emergencies
- Demonstrate Regional Leadership

Council has weighted the strategic plan objectives as follows:

• Facilitate Social Inclusion and Community Wellness	3.67
• Engage and Empower the Community	3.22
• Enhance and Steward Public Spaces, Green Spaces and Food Systems	3.11
• Create Prosperity Through Economic Development	3.00
• Nurture our Arts, Culture and Learning Capital	2.56

The External Grant Review Committee will assess each application based on the following assessment criteria:

- Capacity of an organization to deliver the project (20%)  
Project aligns and advances organization mission and mandate; organization has experience and capacity to undertake project successfully; the people who will lead and implement the project have relevant experience; and strong leadership is evident.
- Evidence of Need (20%)  
Demonstrated strong evidence of need for the project, project addresses a City Strategic Plan Objective.
- Community Impact (30%)  
Project benefits a priority target population (or environmental area); expected results are well-considered and will have significant impact; applicant identifies appropriate methods for evaluating project results; project will involve appropriate partners/amplify impact through collaboration; community impacts are reasonable, well-considered and are applicable to the project.
- Project Feasibility (30%)  
Work plan is detailed and feasible with stated timelines; budget expenses are appropriate and well considered amounts are identified for proposed activities; budget revenues include adequate funding sources to meet project expenses; other sources of funding are identified as potential or confirmed, including in-kind sources.

**Micro Grants:**

- Must comply with all City's food policies such as the Boulevard Gardening Guidelines and Community Garden Policy
- Organizations can be funded to a maximum of \$500 per grant

**5. The Grant Review Process**

There is one intake period per year. All grants are awarded using a competitive process and/or performance based process.

The process of reviewing the grants would include the following steps:

1. Applications submitted by deadline
2. Staff review applications for eligibility
3. Applications that impact public space will be directed to the My Great Neighbourhood grants
4. Staff report eligible applications to External Grant Review Committee
5. External Grant Review Committee assesses each application and make recommendations to Council
6. Council awards and approves the grants
7. Grants distributed in July
8. Recipients report on grant use and deliverables as specified by the City
9. External Grant Review Committee reviews the final reports for the prior year

**6. Decision Making**

Staff will review all applications and evaluate based on the eligibility requirements. All eligible grant applications will be provided to the External Grant Review Committee for review. The review committee will assess each eligible application and will make recommendations to Council.

City Council awards and approves all the grant allocations. Eligible applicants applying for the Strategic Plan Grants may be required to respond to enquiries by the External Grant Review Committee.

**7. Grant Limitations**

- Not all applicants meeting the Grant Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request
- Approval of a grant in any one year is not an automatic ongoing source of annual funding

**8. Monitoring and Reporting**

Each grant recipient will be required to submit an annual or post-program report as specified by the City. This includes the recipients who have received a Per Capita Grant, a Community Garden Volunteer Grant, or a Strategic Plan Grant.

**9. Repayment of Grant**

If the grant will not be used for the stated purpose, the full amount must be returned to the City.