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|  | Title: <b>Community Grants</b> | Policy No: <b>CO-51</b> |
|   | Category: Council Policy       | Classification:         |

**1. Purpose:**

To formulated a policy to foster consistency in the awarding of grants to non-profit groups or organizations whose benefits and services are enjoyed by the residents of the City.

**2. Scope:**

The awarding of grants is solely within Council’s discretion; Council may deny any and all grant requests.

This policy is in effect subject to the continuance of ongoing funding as identified in the annual Financial Plan.

**3. Policy Statement:**

The City supports the enhancement of a positive quality of life for all its residents. One means of achieving this goal is through the provision of grants to non-profit organizations or neighbourhood celebration committees that contribute to the general interest and advantage of the City as a whole or broadly to one of the six City neighbourhoods.

**4. Eligibility for Grants:**

An organization which wishes to be considered for a community grant will have to submit an Application.

4.1 Each year, the City will award community grants to the following organizations without those organizations having to submit an Application:

- (a) Six \$750 scholarships to graduating students who reside in the City of Langley from a secondary school in the Langley School District.
- (b) Support for two high school students to participate in the Youth Parliament in Victoria held during the Christmas Break in an amount up to \$1,000.
- (c) The Langley Seniors Resources Society will be awarded \$15,000 per year to be used to subsidize the membership package for low-income seniors living in the City of Langley and for maintenance or upgrades to the facility.
- (d) The Langley 4H Centennial Trophy (\$150) awarded to the top senior member age 13 - 19 in the Langley District.
- (e) The Langley Royal Canadian Legion to provide City owned facilities in support of the Remembrance Day ceremony.

4.2 Each year, the City will award community grants to organizations for the purpose of funding a Project or Capital Expenditure. An organization must meet the following criteria in order to qualify for a grant:

- (a) The organization must be non-profit, a registered society or a neighbourhood celebration committee.
- (b) The organization must be Community Based.

- (c) The organization is providing a service which is not provided for by other groups or organizations within the City or which is provided for in another municipality and is used by Residents.
- (d) The organization is willing to provide an evaluation of the use of the grant at the end of the calendar year or the end of the Project or completion of the Capital Expenditure whichever occurs later.
- (e) The grant will not be used as “seed” money for a Project or Capital Expenditure but rather to supplement the organization’s existing funding sources.

4.3 An organization is not eligible for a grant and the request will be denied if the grant

- (a) Is part of an ongoing Operating Budget (including staffing costs);
- (b) Is for retroactive funding or to cover a deficit;
- (c) Is to be used for administrative office equipment or office furniture (including office computers).

4.4 The City is provided with free room rentals at the Convention Centre for six days during each calendar year. The allocation of these days is reserved for City initiated events only and is specifically excluded from being available through a grant.

## 5. Application Process

5.1 The organization must submit the following documents which form the Application to apply for a grant:

- (a) A signed, completed application form;
- (b) The most recent set of annual Financial Statements;
- (c) The minutes of the most recent Annual General Meeting (AGM);
- (d) A list of the members of the executive (including positions held, address and contact numbers);
- (e) Confirmation of registered society status, if applicable.
- (f) A one page profile about the organization and its current accomplishments.

Incomplete Applications will not be considered.

5.2 The organization must submit the Application to the Director of Corporate Services, ([dleite@langleycity.ca](mailto:dleite@langleycity.ca)) or in person at Langley City Hall no later than 4:00 pm on the Application Deadline Date, or if the City Hall is closed on that day, on the next following day on which the City Hall is open.

An Application received after the Application Deadline but prior to the grant committee meeting will be marked as “late” and will not be considered for funding unless there are still monies available, after the consideration of all other Applications.

A second intake of applications received up to June 30 each year will be reviewed provided all the funding was not awarded in the first round.

5.3 ~~All members of Council sit on the Community Grant Review Committee, which will be a standing committee of Council. The Community Grant Review Committee Council~~ will be supported by the Director of Corporate Services through the review process.

## 6. Council Consideration

- 6.1 ~~The Community Grant Review Committee~~ Council will consider the following factors when determining to which organizations it will provide a grant:
- (a) The extent to which an application demonstrates that there is need for the Project or Capital Expenditure in the community;
  - (b) The extent to which the profile and history of the organization and its accomplishments and organization's goals and objectives are supportive of, or align with the City's Strategic Directions;
  - (c) The degree to which the grant will support the enhancement of a positive quality of life for all its Residents;
  - (d) The extent to which the organization has obtained other sources of funding (e.g. Federal or Provincial Government funding, corporate sponsorships, fundraising campaigns, etc.);
  - (e) The availability of funds budgeted for grants;
  - (f) The need(s) of the organization requesting funding;
  - (g) The degree of demonstrated economic development, environmental stewardship or social benefit that may be generated by the award of a community grant.
  - (h) A grant awarded to a Langley high school where City of Langley students attend will be limited to \$500 for the Dry Grad celebrations.
- 6.2 Approval of the grant by Council in one year does not mean that future Applications by the same organization will be approved.

## 7. City Recognition

- 7.1 The organization will provide the following acknowledgement regarding the City of Langley's grant support:
- a) Langley City logo placement on the organization's website, and/or applicable marketing materials including advertisements, posters, and brochures (logo to be provided by the City of Langley);
  - b) In addition to logo use, the City of Langley is to be recognized in printed products (e.g. programs, posters), advertisements, signage, and correspondence where applicable;
  - c) Recognition in earned media including event listings, media releases, and other community listings as applicable;
  - d) Publicly during a community gathering, performance, or celebration;
  - e) Electronically through newsletters, bulletins, blogs, and social media; and
  - f) Other recognition items if/when applicable and agreed on by both parties.
- 7.2 The City of Langley reserves the right to use materials relating to its promotional and advertising campaigns.

## 8. Definitions:

**Application** means the documents listed in Section 5.1

**Application Deadline** means December 15 of the year prior to the budget year in question.

**Capital Expenditure** means providing an asset in the City of Langley that is significant and is of lasting benefit which does not require ongoing capital investment to be sustained.

**City** means the City of Langley.

**Community Based** means a non-restricted membership group or organization:

- (a) whose practices are consistent with the City's Strategic Directions; and
- (b) who provide Projects which positively and directly impact the City or its residents.

**Operating Budget** means annual administrative costs like salaries, rent and general office supplies but does not include instructor costs to provide short term training to children or youth.

**Project** means a one-time event or one-time program which is not part of an ongoing operating budget.

**Resident** means an individual who resides in the City.

## References

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| Policy Number:        | <b>CO-51</b>                          |
| Policy Owner:         | <b>Council</b>                        |
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| Amendments:           |                                       |
| Related Policies:     | <b>CO-50A</b>                         |
| Related Publications: | <b>n/a</b>                            |

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