

	Title: Community Grants (Draft)	Policy No: CO-51
	Category: Council Policy	Classification: Finance

1) Purpose:

To formulate a policy to foster consistency in the awarding of community 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.

Community Grants are funded from revenue received through the Province of BC’s Host Financial Assistance Agreement, benefiting local governments that host casinos or community gaming centres. 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 Community Grants which supports not-for-profit, community-based Organizations that are based in, and/or serving City of Langley residents. The intent of the Community Grants is to build community by providing funds for Events, Projects, Capital expenditures, and new initiatives that align with the City’s strategic goals.

4) Eligibility for Grants:

- a) **Financial Awards - Registered Charities or BC Societies** - Each year, the City will consider financial community grants up to \$10,000 to Organizations for the purpose of funding an Event, Project, or Capital expenditure. An Organization must meet the following criteria in order to qualify for a grant:
 - i) The Organization must be Community Based and provide services within the City of Langley and/or to City of Langley residents.
 - ii) The Organization is providing a service which is not provided for by other groups or Organizations within the City.
 - iii) 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.
 - iv) The Organization must be a charity registered with the Canada Revenue Agency or Registered Society in the Province of BC.

- v) The Organization shall show evidence that it has fully explored all other viable sources of financial support.
 - vi) The Organization must extend its service to the general public, and must not exclude anyone by reason of race, religion, or ethnic background.
 - vii) The Organization must not act as a general fund-raiser for, or make grants to, various other groups or Organizations.
 - viii) The Organization must agree to submit an evaluation of the use of the grant at the end of the Capital Expenditure/Project/Event, or by December 31st, whichever occurs sooner.
 - ix) The Organization must not view the grant as an automatic ongoing source of funding.
- b) **Financial Awards – Neighbourhood Groups** - Each year, the City will consider financial community grants up to \$500 to Neighbourhood Groups for the purpose of funding an Event. The grants help residents of any age, experience, or background take part in building and strengthening community. The grants are available for individuals or groups with ideas to help connect and engage residents in their neighbourhood. A group must meet the following criteria in order to qualify for a grant:
- i) The Grant can cover basic supply costs and honorariums. The activity that is being provided must be free and inclusive. Grants are available for City residents, the grants are not intended for businesses, associations, Registered Charities or Societies.
 - ii) The Neighbourhood Group must be Community Based and provide services within the City of Langley and to City of Langley residents.
 - iii) The Neighbourhood Group is providing a service which is not provided for by other groups or Organizations within the City.
 - iv) The Neighbourhood Group shall show evidence that it has fully explored all other viable sources of financial support.
 - v) The Neighbourhood Group must extend its service to the general public, and must not exclude anyone by reason of race, religion, or ethnic background.
 - vi) The Neighbourhood Group must not act as a general fund-raiser for, or make grants to, various other groups or Organizations.
 - vii) The Neighbourhood Group will be reimbursed up to the value of the grant upon completion of the event and submission of receipts and proof of payment.
 - viii) The Neighbourhood Group must agree to submit an evaluation of the use of the grant at the end of the Event, or by December 31st, whichever occurs sooner.

- ix) The Neighbourhood Group must not view the grant as an automatic ongoing source of funding.
- c) **Standing Grants** - Notwithstanding Sections 4) a), and b), and Section 5), each year, the City will award community grants to the following Organizations without those Organizations having to submit an application:
 - i) Six \$750 bursaries to graduating students from a secondary school in the Langley School District, who reside in the City of Langley, that will be continuing on to post-secondary education and can demonstrate financial need.
 - ii) Support for secondary school students to participate in the Youth Parliament in Victoria event up to an amount totaling \$1,000.
 - iii) A \$500 grant awarded for Dry Grad celebrations to Langley secondary schools with catchment areas covering City of Langley residences.
 - iv) The Langley Senior 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.
 - v) The Langley 4H Centennial Trophy (\$150) awarded to the top senior member in the Langley District.
 - vi) The Langley Royal Canadian Legion to provide City owned facilities in support of the Remembrance Day ceremony.
- d) **In-Kind Services** - Each year, the City will consider community grants providing in-kind services for the purpose of supporting an Event, Project or Capital Expenditure. City spaces are available for use to the general public at already subsidized rates. An Organization must meet the following criteria in order to qualify for additional subsidy through the Community Grant Policy:
 - i) The Organization must be Community Based and provide services within the City of Langley and/or to City of Langley residents.
 - ii) The Organization is providing a service which is not provided for by other groups or Organizations within the City.
 - iii) The Organization must be a Registered Charity with the Canada Revenue Agency, a Registered Society in the Province of BC, or a Neighbourhood Group.
 - iv) The Organization shall show evidence that it has fully explored all other viable sources of support.
 - v) The Organization must extend its service to the general public, and must not exclude anyone by reason of race, religion, or ethnic background.

- vi) The Organization must agree to submit an evaluation of the use of the grant at the end of the Capital Expenditure/Project/Event, or by December 31st, whichever occurs sooner.
- vii) The Organization must not view the grant as an automatic ongoing source of funding.
- e) **Ineligible Requests** - The request will be denied if the grant:
 - i) Is used to fund ongoing operating costs (including staffing costs, rent payments, etc.).
 - ii) Is for retroactive funding, to cover a prior deficit or debt repayment.
 - iii) Is to be used for administrative office equipment or office furniture (including office computers).

5) Application Process

- a) An Organization that wishes to be considered for a community grant must submit an Application through the City's website.
- b) The Organization must submit the Application by the listed deadline to be considered. An Application received after the Application Deadline, but up to two weeks prior to the Council meeting where the community grants are being considered, 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.
- c) The Organization must submit the following documents which form the Application to apply for a grant:
 - i) Completed application form;
 - ii) The most recent set of annual Financial Statements or Annual Report;
 - iii) Confirmation of registered society status, if applicable;
 - iv) Organizations proposed budget for the fiscal year; and
 - v) Detailed budget for requested Community Grant.

6) Council Consideration

- a) In evaluating each application for funding, the following will be the basis for assessment of your application. Please be sure to address these in your application:
 - i) Evidence of Community need for the Event, Project or Capital Expenditure.
 - ii) Number of City of Langley residents served.

- iii) Quality of management (established track record, proposal well thought out and clear, etc.).
- iv) Evidence of clear goals and expected outcomes.
- v) Uniqueness of service (does not duplicate but may complement an existing service).
- vi) Number of local volunteers.
- vii) Evidence of financial need for a City of Langley Community Grant.
- viii) Inclusion and access. Breaking down the layered and intersecting physical, social, and perceived barriers that can deter people from accessing services and programs. These include varying mobility, cognitive, and accessibility needs, sense of safety, attitudes and discrimination, how welcoming and inclusive programs feel, cost considerations, wayfinding and communication needs and other obstacles.
- ix) Indicated involvement from other community partners.
- x) 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;
- xi) The extent to which the Organization has obtained other sources of funding (e.g. Federal or Provincial Government funding, corporate sponsorships, fundraising campaigns, etc.) whether financial or In-Kind.

7) City Recognition

- a) The Organization will provide the following acknowledgement regarding the City of Langley's grant support:
 - i) 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);
 - ii) 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;
 - iii) Recognition in earned media including event listings, media releases, and other community listings as applicable;
 - iv) Publicly during a community gathering, performance, or celebration;
 - v) Electronically through newsletters, bulletins, blogs, and social media; and
 - vi) Other recognition items if/when applicable and agreed on by both parties.

- b) 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) c).

Application Deadline means the community grant application deadline posted on the City's website.

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 or Events which positively and directly impact the City or its residents.

Event means an organized activity or gathering that occurs at a specific time and place, designed for a particular purpose such as celebration, education, or engagement.

In-Kind means services or rentals supplied by the City of Langley instead of direct financial contributions.

Neighbourhood Group means an informal group of City of Langley residents not including businesses, associations, Registered Charities or Societies.

Organization means a Registered Charity, Registered Society, Neighbourhood group, and groups listed under Section 4)c) of this policy

Operating Budget means annual administrative costs like salaries, rent and general office supplies but does not include temporary costs to provide support for the project or event.

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

Registered Charity means a charity registered with the Canada Revenue Agency. Under the Income Tax Act, registered charities are a type of qualified donee that are allowed to issue official donation receipts. They are established and operated for exclusively charitable purposes.

Registered Society is a non-profit Organization registered as a Society in the Province of BC. Societies are governed the Societies Act, SBC 2015, c 18. The Societies Act sets out the rules and procedures for incorporating, managing, and dissolving a non-profit society in British Columbia.

Resident means an individual who resides in the City.

9. References:

Policy Number:	CO-51
Policy Owner:	Deputy Chief Administrative Officer
Endorsed by:	Senior Management Team
Final Approval:	Council
Date Approved:	November 2, 2020
Revision Date:	September 8, 2025, <TBD>
Amendments:	Updated policy in 2025 replaces original policy adopted in 2020 – includes various amendments to reflect current best practices and provide clearer direction regarding eligibility for grants for both applicants and to help support City Councils decision making process.
Related Policies:	
Related Publications:	

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