



# REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Amended Community Grants Policy CO-51

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From: Graham Flack, CPA, CMA  
Deputy Chief Administrative Officer

Date: January 6, 2026

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## RECOMMENDATION:

THAT the amended Council Policy CO-51 Community Grants be approved.

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## PURPOSE:

The purpose of the report is to bring forward, for Council's consideration, amendments to Policy CO-51 Community Grants.

## POLICY:

CO-51 Community Grants

## COMMENTS/ANALYSIS:

The current Community Grants Policy requires revision to provide clearer direction to applicants regarding eligibility for grants and to help support City Council's decision-making process.

The Community Grants Policy guides City Council in awarding grants to non-profit organizations, neighbourhood groups, and other entities that contribute to the quality of life of residents. The policy is periodically updated to reflect evolving community needs and best practices in grant administration.

By clarifying eligibility and the process, and emphasizing inclusion and strategic alignment, the policy will help City Council make more impactful funding decisions while empowering applicants to contribute meaningfully to the community.

### **Distinct Categories**

The proposed new policy introduces four distinct categories for community grant applications. Applicants can apply under multiple categories if eligible:

1. **Registered Charities or BC Societies:** Grants up to \$10,000 for events, projects, or capital expenditures.
2. **Neighbourhood Groups:** Grants up to \$500 for community-building events, open to informal resident groups (not businesses, societies or registered charities).
3. **Standing Grants:** Maintains current automatic awards for student bursaries (formerly 'scholarships'), Youth Parliament, Dry Grad celebrations, Langley Seniors Resource Society, Langley 4H, and Remembrance Day.
  - The Student Bursaries category has been updated to include more defined criteria regarding financial need and post-secondary continuation.
  - The Seniors Resource Society has been increased by \$5,000 to an annual allotment of \$20,000 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.
4. **In-Kind Services:** Adds a defined process for awarding in-kind services (e.g., subsidized facility rentals) to eligible organizations with criteria.

### **Enhanced Application and Assessment Process**

The draft policy helps streamline the current application process by requiring online submission and clarifies required information and documents (application form, financial statements/annual report, society status, proposed budget, detailed grant budget). The application form will specifically ask applicants for succinct information to help Council with the decision-making process.

### **Updated Evaluation Criteria**

The draft policy expands Council's assessment criteria, and requires applicants to include:

- Evidence of community need
- Number of City residents served
- Evidence of organizational history and quality of management
- Clear goals and outcomes
- Uniqueness of service

- Volunteer involvement
- Financial need and inclusion/access (removing barriers)
- Identify other community partner involvement
- Alignment with the City's strategic direction
- Other sources of funding (financial or in-kind).

### **Benefits of the Revision for City Council**

**Greater Transparency and Accountability:** Clearer funding sources and eligibility criteria ensure Council decisions are consistent and defensible.

**Improved Alignment with Strategic Goals:** Expanded evaluation criteria help Council prioritize grants that best support the City's vision and objectives.

**Streamlined Administration:** Online applications and simplified documentation reduce administrative burden and improve efficiency.

**Enhanced Community Impact:** By supporting a wider range of groups—including informal neighbourhood groups—Council can foster greater civic engagement and inclusivity.

### **Benefits of the Revision for Grant Applicants**

**Broader Access:** Informal neighbourhood groups and individuals can now apply for grants, increasing opportunities for grassroots initiatives and community pride.

**Clearer Guidelines:** Detailed eligibility and application requirements help applicants prepare stronger submissions and understand expectations.

**Recognition of Diversity and Inclusion:** The policy emphasizes breaking down barriers to access, encouraging projects that are inclusive and welcoming to all residents.

**Support for New Initiatives:** Grants are available for new projects and events, not just established organizations, encouraging innovation and community development.

**ALTERNATIVES:**

City Council could retain the existing Community Grant Policy

Respectfully Submitted,



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Graham Flack, CPA, CMA  
Deputy Chief Administrative Officer

Attachments:

1. Policy CO-51 – Community Grants (Current Policy)
2. Draft Updated Community Grants Policy

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer