

## GRANTS

### 1. Purpose

The goals of the grant policy are to:

- a) guide decision-making by Council,
- b) provide a consistent application process for all applicants, and
- c) ensure project deliverables from city-supported grants are fulfilled.

### 2. Definitions

- a) City Subsidy - Includes, but is not limited to, lease/management grant, coverage of utilities, or permissive tax exemption.
- b) Community Grant - A grant that is provided to a not for profit organization or non-profit society that does not meet parameters of the Event Tourism Grant.
- c) Event Tourism Grant - A grant that is provided to a not for profit organization or non-profit society to host an event that attracts visitors from outside Dawson Creek, ideally for an overnight stay.
- d) Sponsorship – Funding that is provided by the City toward the cost of an event in exchange for advertising or other promotion of the City. Requests for sponsorship are considered by Council as and when they are received and fall outside of the Grants Policy.

### 3. Policy

- a) The City of Dawson Creek recognizes that local community not for profit organizations and registered non-profit societies are valuable resources in helping the municipality provide a strong community focus. These groups and organizations are integral to the achievement of the strategic imperatives adopted by Council through the community visioning process.
- b) In order to encourage organizations to work towards financial independence and fiscal sustainability, financial/in-kind assistance may be considered by Council, with no guarantee of future year funding.
- c) To facilitate fair and equitable access to assistance, and to ensure timely decision making, the City of Dawson Creek has established eligibility criteria and application procedures.

### 4. Application Criteria

- a) Community Grant applications must clearly demonstrate that the initiative(s) will meet the criteria outlined below.
  - i. Demonstrates community good
  - ii. Demonstrates partnerships with other organizations and/or businesses
  - iii. Demonstrates a viable business plan and a financial need
  - iv. Demonstrates that the organization has the experience to successfully

implement the proposed initiative(s)

- b) The amount of funding approved will depend on such factors as:
  - i. Proportion of amount applied for in relation to group's total annual budget
  - ii. Evidence of real effort in marketing and self-financing shown by diversity of revenue sources (e.g. grants from other funding agencies, fundraising, sponsorships, ticket sales, subscriptions, memberships, user fees, etc.)

## 5. Funding Categories

Events that qualify for the Community Grant may fall into one, or more of the following categories:

- a) Financial Aid - Requests for funding to support an initiative, project, local event.
- b) In-kind Support - Requests for City-supplied services or materials such as traffic barriers, signs, staff time, etc.
- c) Facility Fee Reduction - This includes requests for free or discounted recreation access passes and/or city facility rental fees. Refer to User Fees and Charges Policy.

## 6. Eligibility

- a) Qualifying funding applications will be accommodated to the extent possible from the annual resources made available by Council in its budget deliberations. An organization that is receiving funding from another City subsidy program is ineligible to apply for the *Community Grant*, but may be considered for the Event Tourism Grant.
- b) Council will approve a grants budget annually. Funds will be distributed on a quarterly basis. The required deadlines will be included within the grant funding application form.
- c) For the purposes of the Community Grant, requests for support must comply with the following eligibility criteria:
  - i. Eligible applicants must be local registered non-profit local organizations or associations (charitable status not required) or commercial enterprises that are operating in partnership with a local non-profit organization/association to which the majority of the proceeds benefit.
  - ii. Applications must involve activities that have not yet commenced and which will be completed within 12 months of receipt of the grant. Prior year operations or capital deficits are not eligible for consideration.
  - iii. Proposals may not duplicate initiatives that are already provided within the community. Assistance will not be provided to a business or for the purpose of competing with a business.
  - iv. Assistance will not be provided for the payment of City property taxes or for program and services that are clearly *within the legislated mandates* of other levels of government.
  - v. Groups or organizations receiving assistance must acknowledge the

contribution of the City of Dawson Creek in any materials that accompany the event. Initiatives and activities must be managed by the applicant organization and no assistance will be provided if the intention is to fund other bodies or organizations.

- vi. All requests must be made by the primary society or organization in a single annual request. Requests for financial assistance must originate from organizations and not from individuals. Individual members of such organizations will not be eligible for grant consideration. As an example, individual teams or individual athletes must relay their requests through the umbrella organization.
- vii. For the purpose of this program, requests for assistance must involve initiatives that are intended to achieve one or more of the following objectives:
  - An informed, engaged community
  - Healthy, progressive infrastructure
  - A beautiful, safe, proud community
  - An active sports and cultural community
  - A diverse, sustainable economic base
  - A strong, regional centre
- viii. Proposed activities should be accessible to and/or meet the needs of a significant portion of the community's residents.
- ix. The organization should not be in a deficit financial situation and cannot have an outstanding receivable with the City of Dawson Creek.
- x. Groups or organizations must have a defined governance structure that make specific individuals responsible for the use of the funds provided and accountable for the success or failure of the funded event that is proposed.
- xi. In order to be eligible to receive assistance, the applicant must demonstrate that it has sound financial and administrative management. The applicant must have a Board of Directors or similar governance structure and the persons making the application or receiving funds must be legally authorized to act on behalf of the society or organization.
- xii. The applicant organization or society should have a proven track record of community service and have previously demonstrated the ability to administer a grant or other form of assistance. The City of Dawson Creek will not supply funding that amounts to more than one third of a society or organizational annual revenues. The applicant organization or society must demonstrate a real effort in marketing and self financing shown by a diversity of sources of revenue such as grants from other fund agencies, fundraising, sponsorships, ticket sales, subscriptions, memberships, user fee or other mechanisms.
- xiii. The City will only provide assistance where the society or organization can

demonstrate a financial need for the grant. The society or organization must not have discriminatory membership eligibility criteria. The group or organization making application should have a significant number of volunteers and a broad base of community support.

xiv. Applications must be completed in full.

**7. Post-Project Final Reporting**

- a) Any organization that is successful in receiving grant funding must submit a Community Grant Final Report within 30 days of completion of the project.
- b) Applicants who do not complete a final report will not be considered for any future grant requests until a report has been submitted.
- c) If any funds are not used for the intended purpose, the surplus must be returned.

**APPROVED BY COUNCIL:**

**DATE: January 13, 2020**