

# Corporate Policy

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Section:	Finance	05
Sub-Section:	Grants to Organizations	1850
Title:	Community Grants Program	01

## Related Policies

Number	Title
05-1850-04	Grants Limited to Approved Budgets
05-1850-05	Fee Waivers

## Approvals

Approval Date: March 5, 1984	Approved by: Council
Amended: March 10, 1998	Resolution #: 98-82
Amended: September 26, 2006	Approved by: Council
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended: November 14, 2017	Resolution #: <u>RC17/457 to 459</u>
Amended: November 12, 2019	Resolution #: <u>RC19/480</u>
Amended: October 17, 2023	Resolution #: <u>GLC23/048-049</u>

## Policy

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 organizations that contribute to the general interest and advantage of the municipality.

The Community Grants program is intended to support community organizations based in and/or servicing Port Moody residents. For applications where organizations are based outside of Port Moody, the grant amount should be limited to the proportion of the activity that serves Port Moody residents.

The process for application, and the principles by which Council exercises its discretionary powers to consider grants are set out in this policy.

## Procedures

### Applications

1. All applications must be received by the General Manager of Finance and Technology by January 31<sup>st</sup> of each year.
2. Applications received after the deadline date will be considered only if the requirement for funding could not have been reasonably foreseen at that date. Such applications are considered to be emergency grant requests.
3. The City's Grant Application Form must be utilized by all applicants for grants. The following information must be included with each application:
  - the nature and value of the grant being requested;
  - the purpose of the grant;
  - the geographic region served by the organization;
  - percentage of total grant requested that is expected to benefit Port Moody residents; and
  - the most recent financial statements of the organization, preferably for the immediately preceding year, together with a copy of the current year's budget.
4. Successful community groups must recognize the City's grant through their online platform.

### Qualification

1. To qualify for consideration by Council, grant applications must be consistent with section 8 of the *Community Charter* (Fundamental powers).
2. Only one application per year from any organization will be considered.
3. Where the grant is for team travel expenses, only the costs of travel to international, national championships may be considered.
4. Grants to high schools serving Port Moody students for Scholarship and Citizenship awards may be considered. The awarding of Scholarship Grants to high school students will be made and evaluated on, but not limited to, the following criteria:
  - Port Moody resident;
  - continuing on to post-secondary education;
  - leadership in and contributions to the school and/or community;
  - excellence in academics, athletics, arts, or technical education;
  - financial need; and
  - good academic standing ('B' average)

Payment will be made to students upon demonstration of enrolment into a recognized post-secondary institution (arts, academic, business, athletic, vocational).

5. Applicants that do not meet the qualification requirements will be notified as such by the General Manager of Finance and Technology, without further review by Council.
6. Organizations seeking funds for festivals or events must apply for grants through the Festival and Special Event Assistance Program.
7. Applications to the Artist Grant Program will be evaluated and approved in the same manner as applications to the Community Grant Program, but Artist Grant Program applications will be considered separately from those applications for the Community Grant Program.

### Evaluation and Approval

1. The General Manager of Finance and Technology will forward qualifying applications to a Council advisory group for consideration as part of the annual grant approval process.
2. 10% of the annual budget approved for grants and donations shall be set aside for emergency grant requests.
3. The following general principles may be used to determine funding allocations:
  - availability of funds budgeted for grants and donations;
  - the extent to which a demonstrated need in the community will be addressed and to which the City's corporate strategic goals and objectives are met;
  - the degree to which the grant will promote the well-being and quality of life of Port Moody residents;
  - the degree to which funding will be used for the community as a whole;
  - the extent to which the organization has attempted to obtain other sources of funding (e.g., through corporate sponsorships, fundraising campaigns, etc.);
  - the extent to which the funds are expended in Port Moody;
  - the needs of the organization requesting funding;
  - the extent to which any benefits will be directed to support equity, diversity, inclusion, and reconciliation initiatives;
  - the extent to which volunteers are involved and community spirit is fostered; and
  - accessibility.
4. Grants to organizations operating within School District 43 may be considered on a pro-rata basis (e.g., using the Simon Fraser Formula).
5. The term of a grant shall be one year. Approval of a grant in any year does not ensure that grant requests in subsequent years will be successful.
6. A Council advisory group will recommend to Council qualifying grant applications for approval. Council has the discretion to proceed with any alternative funding awards.
7. Individual grant requests are limited to 15% of the total grant budget for the year.
8. Submissions must be within the word count mentioned on the application form.

### **Monitoring/Authority**

Delegated to the General Manager of Finance and Technology. Changes to this policy require approval of Council.