

# Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Finance	05
Sub-Section:	Grants to Organizations	1850
Title:	Grants to Organizations	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:	Resolution #:
Amended:	Resolution #:

## 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 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; 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(1) of the *Community Charter* (Fundamental powers).
2. Only one application per year from any organization will be considered.
- ~~3. The membership of organizations applying for grants must be at least 50% Port Moody residents.~~
4. Where the grant is for ~~the team~~ travel expenses ~~of a sports team~~, only the costs of travel to international and national ~~and Western Canadian~~ championships ~~for the current provincial champions~~ may be considered.
5. 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;
  - going 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).

6. 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.
7. **Organizations seeking funds for festivals or events must apply for grants through the Festival and Special Event Assistance Program.**

## Corporate Policy Manual

### Grants to Organizations

#### Evaluation and Approval

1. The General Manager of Finance and Technology will forward qualifying applications to the Citizen Advisory Group for consideration as part of the annual budget 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 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 towards ~~youth, the differently abled, and seniors~~ **people of all ages and abilities;** and
  - the extent to which volunteers are involved and community spirit is fostered.
4. Grants to organizations operating within School District 43 should be considered on a pro-rata basis with Coquitlam and Port Coquitlam using the Simon Fraser Funding 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. The Citizen Advisory Group will recommend to Council those grants that should be approved. **Council has the discretion to proceed with any alternative funding structures.**
7. **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.

# Grant Application Form

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
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**Please note: The deadline for grant applications is January 31.** If you are submitting this form after that date, please provide reasons why your organization could not reasonably have foreseen the need for funding at the deadline.

## 1. Identification

Name of Organization:

Contact Person:

Mailing Address:

Email:

Phone:

## 2. Organization Information

What is your organization's goals, objectives, and activities?

What service does your organization provide to the community?

### 3. Grant Request

Amount of grant request (**maximum \$3,000**): \$

What is the purpose of the grant and the proposed allocation of funds?

If the grant is approved, how will the community benefit?

What City funding have you received in the past? If you received Community Grant funding in the past, in what year and how much was awarded?

Do you have other community support or sponsorship? Please describe:

### 4. Financial Information Checklist

You must submit a copy of the proposed year's budget that details expenditures and revenues, including other grants and donations.

Date:

Submitted by:

Please submit a completed copy of your application to [info@portmoody.ca](mailto:info@portmoody.ca) or to the General Manager of Finance and Technology, City of Port Moody, 100 Newport Drive, Port Moody, BC, V3H 5C3