

# Corporate Policy

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|--------------|-------------------------|------|
| 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: November 12, 2019   | Resolution #: <u>RC19/480</u>                |
| 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. 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;
  - 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).

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.

### 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 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.