

COMMUNITY GRANTS POLICY
Council Policy No. 105/24

PURPOSE:

To define the parameters and guidelines of the City of Fort St. John community grant programs and sponsorship requests. Funding is provided by the City of Fort St. John and its partners, to support eligible organizations and non-profits to implement projects and programs that support the community.

SCOPE:

This policy provides guidance to Council and staff regarding the administration of community grants and sponsorship funding requests, and to serve as a resource for organizations seeking City of Fort St. John community grant or sponsorship funding. The City recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic or recreation programs, facilities and events to the benefit of the City.

POLICY:

The City of Fort St. John provides financial assistance to a number of community organizations. Application deadlines and expiry periods may apply and funding frequency is limited within each grant category. Community grants are not intended to provide support for an indefinite period.

Grant applications are available on the City of Fort St. John website. Please contact legislativeservices@fortstjohn.ca for more information.

AMOUNTS AND APPROVAL AUTHORITIES FOR COMMUNITY GRANTS:

| Grant Type: | Maximum Amount: | Approval: | Council Resolution Required: |
|------------------------------------|-----------------|------------------------------|------------------------------|
| Fee for Service Grant | As per contract | City Council | X |
| NPCF Grants-in-Aid | Varies | NPCF | |
| Conference/Event Sponsorship Grant | \$3000* | CAO (with notice to Council) | |
| Micro Grants | Varies | Director (within budget**) | |
| Partnership Grants | As per contract | CAO (with notice to Council) | As per application |

*Grant amounts in excess of \$3000 will require Council approval.

**Grant application will go to Council if outside of budget.

GRANTS:

1.0 Grant Categories

1.1. Fee for Service Grants

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with delivery of services to the community that would otherwise be delivered by the City as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term fee for service does not imply that the City's contribution is intended to be a 100% contribution.

1.1.1. If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program for a maximum term of three consecutive years.

1.1.2. To be approved for line item funding recipients must show three years of organizational history, demonstrating organizational growth and continuing community need.

1.1.3. Line item funding recipients will be required to resubmit an application for funding every three years to determine ongoing need.

1.2. North Peace Community Foundation (NPCF) Grants-in-Aid

Various grants are administered by the NPCF with financial assistance provided by donor organizations and local governments, including the City of Fort St. John as principal founder. The City of Fort St. John funds a Grants-in-Aid program, administered by the NPCF, to balance the social benefits that non-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards services the City provides. Grants-in-Aid are also awarded on an annual basis to specific organizations to fund events and programs that provide support and cultural significance to residents.

The City collects revenue on behalf of other organizations as part of the annual property tax bill, this includes revenue for the Province of BC and the Peace River Regional. These revenues are considered as the non-municipal portion of taxes due.

1.2.1. NPCF Grants-in-Aid may be considered for organizations that provide broad community benefits.

- 1.2.2. Granting of Grants-in-Aid to offset municipal taxes is limited to the municipal portion of taxes due.
- 1.2.3. In 2028, Grant-in-Aid recipients will receive a maximum of 75% of the municipal portion of taxes due. Commencing on January 1, 2023, Grant-in-aid recipients will have five years to adjust to the 75% limit by a 5% reduction annually. New applicants will be exempted at the same level as current recipients.
- 1.2.4. To be eligible for a Grant-in-Aid to offset municipal taxes, the organization must own or lease the property and contribute to the common good and must benefit the City in one or more of the following ways for the property to be considered:
 - Provide programs or facilities used by youth, seniors, or other special needs groups;
 - Provide facilities for public use;
 - Provide programs to the public;
 - Provide supportive housing for people with special needs;
 - Preserve heritage important to community character;
 - Preserve an environmentally and ecologically significant area of the city;
 - Offer cultural or educational programs to the public which promote community spirit, cohesiveness, or tolerance;
 - Offer services to the public with a formal partnership with the City.
- 1.2.5. Vacant and underdeveloped parcels owned by not actively used by a non-profit organization will not be considered for a Grant-in-Aid to offset municipal taxes. Parcels that are being used as parking lots by non-profit organizations but not developed to City specifications will not be considered.
- 1.2.6. Space rented to a commercial business, within a non-profit organization's building is ineligible to be included in the non-profit organization's tax grant-in-aid application.
- 1.2.7. Approved grants-in-aid will be limited to 75% of the municipal portion of the taxation to ensure that essential services are supported.
- 1.2.8. Reduced grant amounts may be approved for those non-profit organizations that receive other forms of grants from the City.
- 1.2.9. Grants-in-Aid will not be approved for amounts over 20% of the applicant's total annual revenue.

1.2.10. Organizations should be aware that funding may not continue at the existing level year after year and there should be an emphasis to the organizations that they should also be seeking and planning more sustainable means of financial support.

1.2.11. Information about Grants-in-Aid is available on the NPCF website www.nothpeacecf.com.

1.2.12. Applicant must be a non-profit organization (incorporated under Society Act of BC) or an unincorporated group with demonstrated objectives that are not-for-profit or charitable in nature.

1.3. Conference or Event Sponsorship Grants

Funding for Conference or Event Sponsorship Grants is provided by the City of Fort St. John to a community organization in exchange for promotional consideration. The City recognizes that sponsorship provides opportunities to build long-term strategic alliances and support for the City.

1.3.1. Staff will consider sponsorship requests throughout the year.

1.3.2. Requests for sponsorship funding must be submitted in writing to the Economic Development Department via an online form on the City of Fort St. John website and is subject to approval by the Chief Administrative Officer.

1.3.3. Subject to budgetary consideration, sponsorships will be considered for amounts of up to \$3000. Sponsorship requests exceeding \$3000 must be approved by a resolution of Council.

1.3.4. The City shall only consider applications from organizations for sponsorship from applicants whose objectives and activities are compatible with legislative requirements, City policies and organizational values.

1.3.5. Recipients of conference or event sponsorship grants must acknowledge the support of the City of Fort St. John in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.

1.4. Micro Grants

Micro grants are provided to local businesses and organizations on a one time or seasonal basis for short term community projects.

- 1.4.1. Micro grant opportunities are posted to the City of Fort St. John website.
- 1.4.2. Micro grant applications and uses must conform to section 25 of the *Community Charter*, which limits the assistance that the City is able to provide to a business.

1.5. Partnership Grants

Funding for Partnership Grants is provided by, or administered in partnership with, an outside organization and the City of Fort St. John. These may include flow-through grants.

- 1.5.1. Partnership Grants are not always administered by the City of Fort St. John and may not be advertised by the City of Fort St. John.

2.0 Community Grant Eligibility

- 2.1. Grant applications must demonstrate a benefit to the City of Fort St. John and align with Strategic Goals as outlined in the Strategic Plan.
- 2.2. Applicants may be required to show a demonstrated financial need by submitting a copy of their last Financial Statement and a copy of the current year's Budget.
- 2.3. The organization must be located primarily within the City of Fort St. John or offer programs or events within the City of Fort St. John with the exception of micro-grant programs.
- 2.4. Applications from organizations and events that cross municipal boundaries, but primarily benefit the City of Fort St. John, may also be referred to the Peace River Regional District and/or the other benefitting municipality/municipalities for funding.
- 2.5. Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the City of Fort St. John from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- 2.6. Grants are awarded for programs, activities, or events that that begin or take place within 365 days of the date the grant is awarded.
- 2.7. Grants may be awarded for any capital or operational expenses, except for salaries, and benefits.
- 2.8. No application requests for funding to individuals will be considered.
- 2.9. Consideration of community grant applications will be based on the following:

- 2.9.1. Application shows secured funding sources other than from the City;
 - 2.9.2. The organization has demonstrated sound financial and administrative management;
 - 2.9.3. The group or organization has a broad base of community support and demonstrated track record of community service;
 - 2.9.4. The event/activity/program is accessible to and provides a service to a large portion of the community.
- 2.10. Grant applications must be consistent with the aims, objectives, and standards of the City of Fort St. John, and must not be at variance with any City policies (e.g. the *Official Community Plan*).
- 2.11. The following general principles may be used to determine funding allocations:
- i. availability of funds budgeted for grants and donations;
 - ii. 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;
 - iii. the degree to which the grant will promote the well-being and quality of life of Fort St. John residents;
 - iv. the degree to which funding will be used for the community as a whole;
 - v. the extent to which the organization has attempted to obtain other sources of funding, e.g. through corporate sponsorships, fundraising campaigns, etc.;
 - vi. the extent to which the funds are expended in Fort St. John;
 - vii. the needs of the organization requesting funding;
 - viii. the extent to which any benefits will be directed towards people of all ages and abilities; and
 - ix. the extent to which volunteers are involved and community spirit is fostered.

3.0 Conditions of Funding

- 3.1. Successful community groups must recognize the City's grant through their online platforms.
- 3.2. Successful applicants shall invite a representative of the City of Fort St. John to any public community event for which they receive funding.
- 3.3. The grant recipient may be asked to make a presentation to Council prior to or following completion of their event.

- 3.4. Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds within 30 days.
- 3.5. If the event, activity, program or project is not completed, the City of Fort St. John reserves the right to request the return of any portion of the grant funding.
- 3.6. All grant decisions by Council are final and not subject to appeal.
- 3.7. Mismanagement of grant funds will result in the organization being ineligible for future grants, at the sole discretion of the City.
- 3.8. Final reports containing specifically requested data collection and program evaluation criteria may be requested.