



FINANCE

2.5.4 Community Investment Program Policy

1. PURPOSE

The District of Sechelt (“District”) recognizes the vital role non-profit and charitable organizations play in ensuring the social, cultural, and environmental well-being of our community. The District of Sechelt’s Community Investment Program provides financial assistance to community organizations to support programs, projects, services, and events that benefit the citizens of Sechelt. This Policy guides the administration and delivery of the Community Investment Program grants.

2. OBJECTIVE(S)

This policy seeks to:

- 2.1. Establish a transparent and consistent process for inviting, receiving and evaluating requests for grants.
- 2.2. Provide criteria to be applied in evaluating requests for grants.
- 2.3. Complement or extend the reach of the District of Sechelt’s programs and services.
- 2.4. Encourage and support civic engagement and volunteerism.
- 2.5. Enhance the quality of life for the residents of the District of Sechelt.

3. PROGRAM AREAS

3.1. Arts, Culture, & Recreation

Grants to organizations providing programs, projects, services and/or events that seek to preserve, celebrate and strengthen the local arts, culture and recreational opportunities for residents of Sechelt.

3.2. Social & Environmental

Grants to organizations providing programs, projects, services and/or events that respond to an environmental and/or social need in the community and contribute to creating a community that lives well and cares for the environment.

3.3. Community Development

Grants to organizations providing programs, projects, services and/or events that support and contribute to a diverse and resilient local community.

4. ELIGIBILITY

Eligible organizations may apply for grants to fund one-time, new, recurring, and/or ongoing programs, projects, services, and events. To be eligible for a Community Investment Program Grant from the District of Sechelt, an Applicant must:

- 4.1. Be a non-profit society in good standing with the Societies Act and/or a registered charitable organization in good standing with the Canada Revenue Agency. Member-funded societies are not eligible.
- 4.2. Be requesting funds for a program, project, service, or event that will directly benefit the citizens of Sechelt.
- 4.3. Have submitted a final report demonstrating appropriate use of funds for all previous projects funded through the District of Sechelt's Community Investment Program.

5. INELIGIBLE EXPENSES

- 5.1. Major capital expenditures
- 5.2. Commercial activities
- 5.3. Deficit or debt repayment
- 5.4. Fundraising projects or programs
- 5.5. Private or invitation-only events
- 5.6. Prizes or awards
- 5.7. Expenses associated with activities and programs that are clearly the responsibility of other governments or government agencies

6. EVALUATION CRITERIA

The CIP Committee shall use some or all of the following criteria to assess applications (in no particular order):

- 6.1. Evidence of community need or desire for proposed program, project, service or event
- 6.2. Potential benefit to the residents of the District of Sechelt
- 6.3. Evidence of community partnerships or support (financial or in-kind)
- 6.4. Capacity to deliver the proposed program, project, service or event

- 6.5. Level of volunteer involvement
- 6.6. Evidence of financial need
- 6.7. Evidence of funding from other sources
- 6.8. Ability to demonstrate or anticipate future outcomes
- 6.9. Public accessibility

7. CONDITIONS OF ACCEPTANCE OF GRANT

- 7.1. Successful applicants must recognize the District of Sechelt on all promotional materials associated with the project
- 7.2. Successful applicants must agree to be named as such in the District of Sechelt's Annual Report
- 7.3. Successful applicants must submit a final report to the District of Sechelt
- 7.4. Successful applicants must use the CIP grant funding for approved eligible purposes

8. STANDING GRANT AGREEMENT PRINCIPLES

From time to time, the District of Sechelt may consider negotiating a longer term or "Standing Grant" agreement with an eligible organization. Standing Grant agreements are at the discretion of Council. To be eligible for a Standing Grant agreement, Council will consider:

- 8.1. An organization that is a non-profit society in good standing with BC Registrar of Societies and/or a registered charitable organization in good standing with the Canada Revenue Agency for at least three (3) consecutive years at the time of application; and
- 8.2. An organization that has a track record of receiving, at minimum, two (2) consecutive grants from the Community Investment Program; and
- 8.3. An organization that delivers a service or program that benefits the community and complements and extends the reach of District of Sechelt programs and services; and
- 8.4. An organization that has demonstrated sustainable and diverse financial resources.

9. GOVERNANCE

A Community Investment Program Grant Review Committee will be established consisting of five (5) regular members:

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- Four (4) volunteer members 'at-large' selected from the community; and
- One (1) member of Council to chair the committee. The Chair votes.
- Ex Officio members:
 - Mayor
 - Chief Administrative Officer (CAO)
 - Arts, Culture & Communications Coordinator
 - Director of Corporate & Financial Services
 - One (1) additional member of staff, at the discretion of the Chair
 - One (1) representative of the Sunshine Coast RCMP

10. APPROVAL, MANAGEMENT AND REFERENCES

This policy shall be reviewed in 1 year from effective date and thereafter every 5 years to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary to reflect organizational change.

Review Date:

Approval Date: December 21, 2016

Resolution #: Res. No. 604-12/2016