



# District of West Vancouver - Community Grants Program APPLICATION GUIDELINES 2024

## Overview

The District of West Vancouver established the Community Grants Program to support not-for-profit organizations that deliver social, arts, cultural, environmental, and community services or programs for citizens of West Vancouver.

The Community Grants Program benefits residents of West Vancouver by:

- supporting diverse not-for-profit organizations and youth responding to a broad spectrum of community needs and interests;
- providing local government endorsement for community organizations to better attract funding from senior levels of government, donors and foundations; and
- encouraging civic engagement, service and volunteerism.

For information regarding the Community Grants Program annual budget approval and budget allocation, information about funding streams, grant eligibility criteria, number of grant applications an organization may submit, information regarding multi-year funding and funding acknowledgement and reporting, please see the following documents:

- **Community Grants Framework Policy 0121** <https://westvancouver.ca/government-administration/grants-awards/community-grants>
- **Community Grants Framework Procedure 0154** <https://westvancouver.ca/government-administration/grants-awards/community-grants>

The Community Grants Advisory Panel evaluates applications and makes recommendations on requests from not-for-profit organizations for financial support to do their work in the community. Funding recommendations are approved by Council. Grant approvals are generally determined by April-May of each year.

This document serves as a guide for Community Grants Program applicants and is updated annually based on annual priorities, emerging issues, and budget.

## Community Grants Program Funds

There are currently four distinct funding streams within the Community Grants Program:

- a) Arts, Culture & Heritage
- b) Community & Social Services
- c) Community Vitality & Environment
- d) Local to Global Youth Initiatives

### Types of Community Grants

*Operating grants* support organizations for services provided on an ongoing basis, or to organizations that provide a single service, whether ongoing throughout the year or recurring annually. Only applications to the Arts, Culture & Heritage stream and the Community & Social Services stream are eligible for operating grants.

*Project grants* support organizations to implement specific programs or projects with an identifiable end date. Applications to all categories (Arts, Culture & Heritage; Community & Social Services; Community Vitality & Environment; and Local to Global Youth Initiatives) are eligible for project grants. Project grants are generally not multi-year in nature.

With the exception of grant applications to the Local to Global Youth Initiatives Fund, the Community Grants Program does not provide grants to individuals or for expenses incurred prior to the application date.

### Grant Adjudication Criteria for Operating and Project Grants

Applications to the Arts, Culture & Heritage; Community & Social Services; and Community Vitality & Environment funds are available in December and adjudicated once annually. The deadline for submission is **January 31, 2024**.

Grant applications are adjudicated considering the following criteria:

- Organizations must be in good standing and currently incorporated as a “society” under the BC Societies Act.
- Services and programs to be funded must be aligned with the purpose of the Community Grants Program.
- Applicants must show evidence of a need for the service provided to the community. The advisory panel reviews the applicant organization’s annual budget and/or program budget, its diversified funding base including grants, its earned revenues and community support through sponsorships and donations (cash and in-kind), and any unallocated reserves held by the organization.
- The number of West Vancouver residents served and/or the impact of the service on meeting residents’ needs.
- West Vancouver volunteer base.
- The ability of the organization to implement the program or service.
- The annual Community Grants Program budget available and number of applications received.

In adjudicating applications, the Community Grants Advisory Panel may take into consideration other benefits received by the applicant from the District, such as use of municipal facilities, receipt of services without charge or below ordinary cost, and benefits derived through Permissive Tax Exemptions.

## Guidelines for Operating Grants

- a) Operating grants may be up to a maximum of \$15,000 annually.  
(Please note: average operating grant recommendation amount is \$4,500).
- b) Organizations may apply for more than one operating grant if the requests are for distinct programs or services and are not projects to a maximum of two operating grant applications. Please indicate the funding assistance priority ranking if you are submitting more than one application.
- c) Organizations receiving operating grants are not excluded from applying for project grants.

## Guidelines for Project Grants

- a) Festivals, special events, tournaments, and anniversary celebrations will be considered.
- b) A group of individuals with support from a not-for-profit organization may apply for a project grant. If approved, the grant will be issued to the not-for-profit organization and that organization will be entirely responsible for all accountability requirements.
- c) The application must show either the completion of the project within one year, or an indication of what other sources of funding will support the activity in the future or to completion.
- d) Projects that leave a legacy or demonstrate long-term benefits will be given preference.
- e) Special events that build awareness of an organization's activity will be considered for project grant funding. If the event is to be repeated, or become annual, it should be incorporated within the operating activities of the organization and an application should be made for an operating grant.
- f) Wherever possible, those affected by the project should be involved in its development, implementation, and evaluation.
- g) Other funding sources for project grants should be sought and identified in the application.
- h) Organizations may apply for more than one project grant if the requests are for distinct projects.
- i) Project grants may be up to a maximum of \$10,000 annually.  
(Please note: average project grant recommendation amount is \$2,300)

### Guidelines for Local to Global Youth Initiatives Grants

There is no application deadline for grants from the Local to Global Youth Initiatives stream. They are received, adjudicated and funded throughout the year. The community advisory panel makes recommendations to the Director of Parks, Culture & Community Services for approval.

- a) Organizations, individuals, and groups of youth may apply.
- b) Individuals applying may do so based on out-of-pocket costs to participate in competitions, tournaments, competitive festivals, camps, workshops, conferences, or leadership initiatives that are regional, provincial, national, or international in scope. These costs can include transportation.
- c) Applications from groups must be for initiatives held in West Vancouver or be able to demonstrate a significant benefit to West Vancouver's youth.
- d) Applicants must be West Vancouver residents aged 25 or younger at the time of the event.
- e) Individual applicants may make multiple applications for distinct events, however, the maximum grant for any applicant is \$1,000.
- f) Applicants must fully complete the on-line application form to apply.
- g) Describe, if relevant, any other efforts to find other funding for the event through your own fundraising initiative and or sponsorship.
- h) Each application will be assessed on its own merits against the Local to Global Youth Initiative fund eligibility criteria and not compared to other applications.
- i) Each application is considered on a first-come, first-serve basis. Should the Local to Global Youth Initiatives fund be exhausted in a given year, remaining applications that are eligible and would otherwise be recommended will be placed in sequence for review and consideration in the following fiscal year. In this event, applicants do not need to re-submit their application.

### Budget Forms

- View the budget form - guide for applicants here: [Budget form](#)

### Funding Acknowledgement and Reporting

- Organizations receiving a Community Grant must acknowledge funding assistance on all appropriate print and web-based material relating to the organization with the following: *We gratefully acknowledge the support of the District of West Vancouver through their Community Grants Program.*
- Organizations receiving a Community Grant must submit a completed annual accountability form for each grant received. Failure to submit an Accountability Form will affect the organization's eligibility to access funds from the program in future.

**Related Policies & Procedures**

Community Grants Framework Policy 0121

<https://westvancouver.ca/government-administration/grants-awards/community-grants>

Community Grants Framework Procedure 0154

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**For more information or questions, please contact:** [communitygrants@westvancouver.ca](mailto:communitygrants@westvancouver.ca)