



Community Enhancement Grant

Applicant Guide

February 2021

Funding Provided by The District of Squamish



Applicant Guide: Squamish Community Enhancement Grants

District of Squamish (DOS) Council has endorsed a Community Grant Policy that will enable non-profit community groups to administer grant funding in our community, therefore creating a streamlined, non-political approach to the overall granting process. The District has subsequently entered a four-year agreement with the Squamish Community Foundation to manage and distribute grant funds on behalf of Council beginning in 2021.

Community Enhancement Grant successful projects will support the five goals of the District of Squamish’s Official Community Plan: Liveable, Healthy, Engaged, Connected and Resilient as well as supporting programs which increase community capacity, encourage and foster community involvement and volunteerism, promote a healthy, caring, safe and supportive community for all, demonstrate community partnerships and leveraging of resources and benefit District of Squamish residents.

Applications will be open to all eligible organizations in Squamish beginning February 1, 2021 and closing March 1, 2021. Applications and Granting Guidelines can be found on the Squamish Community Foundation website squamishfoundation.com.

[View the DOS Community Grant Policy here.](#)

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1. Goals

The overall goal of the Community Enhancement Grant is to enhance the quality of life of the residents of Squamish.

General goals of the Community Grant Program are as follows:

- a) To encourage community groups to form partnerships, collaborate and leverage their resources/ share costs to achieve their project goals;
- b) To promote a healthy, caring, safe and supportive community for all;
- c) To increase community capacity;
- d) To encourage and foster community involvement and volunteerism.

2. Principles

- A. Community Enhancement Grant recipient programs should support the DOS's Official Community Plan:
 - o *Liveable*: Squamish is highly liveable with a vibrant small-town feel.
 - o *Healthy*: The community has a holistic view of health that looks at ecological, physical, emotional and spiritual aspects of well-being.
 - o *Resilient*: Squamish residents, organizations and government work together to adapt to change creatively and collaboratively.
 - o *Connected*: People in Squamish feel connected, welcomed and genuinely included.
 - o *Engaged*: The community is passionate and engaged in community and civic life. A culture of collaboration supports meaningful opportunities for people to get involved.
- B. Projects should benefit District of Squamish residents.

3. Conditions of Awarding Grants

- A. Grant funding must be utilized for the project as described in the application
- B. Grant funding must be utilized in the year awarded until December 31st of that year
- C. Proper books of accounts of all receipts and expenditures related to the project for which grant funding was awarded are made available if requested, by the Squamish Community Foundation
- D. There must be no misrepresentation on the grant application
- E. Grant recipients will publicly acknowledge at all events, activities and in promotional material, the District of Squamish's and the Squamish Community Foundation's contribution to the project
- F. Longer term projects should demonstrate enhanced or expanded programming that is sustainable beyond year one without community grant funds

4. Eligible Organizations

- A. Not-for-profit organizations
- B. Registered Charities

5. Eligible Projects

- A. Decolonization and reconciliation initiatives
- B. Intergenerational programming
- C. Enhancement of neighbourhood connectivity
- D. Environmental stewardship, sustainability and/or climate action
- E. Equity and Diversity programming
- F. Support of physical health, mental health and/or social wellbeing
- G. Youth-led initiatives
- H. Programming for social services that assist Squamish's vulnerable populations
- I. Recreation Programming

6. Eligible Expenditures

- A. One-time operating expenses that support enhanced or expanded services or programming and are not required to sustain ongoing operations of the organization or its programming
- B. Wages and employment-related costs for existing or additional staff
- C. Fees for professional service
- D. Disability supports for staff and project participants
- E. Materials and supplies
- F. Printing and communication
- G. Utilities
- H. Event Insurance
- I. Rental of premises
- J. Lease, rental, purchase and maintenance of equipment
- K. Performance monitoring and reporting costs
- L. Data collection
- M. Knowledge development activities
- N. Other administrative costs associated with the project
- O. New or upgrades to infrastructure
- P. Volunteer Training
- Q. Marketing, advertising and promotional materials and services

7. Ineligible Organizations, Projects and Expenditures

- A. Applicants not located or operating within the District of Squamish
- B. Businesses or commercial enterprises
- C. Applicants seeking cash sponsorship for Commercial Events

- D. Applications for projects that are the responsibility of provincial or federal levels of government; except for partnerships where proof of joint funding from regional bodies, provincial or federal governments or agencies is supplied, and that funding is equal to or exceeds Community Enhancement Grant funding
- E. Projects designed to provide financial stabilization or recovery of an organization's general operations or operating expenses needed to sustain basic, on-going operations
- F. Projects that are designed primarily for fundraising purposes
- G. Profit-generating projects or activities
- H. Project costs that have received funding through another funding source
- I. Purchase of real property (land or building)
- J. Expenses incurred prior to April 1, 2021
- K. Expenses after December 31, 2021
- L. Insurance for administration, vehicles and buildings, etc.
- M. Mortgage and capital leases
- N. Retroactive funding, operating or capital deficits
- O. Proposals from individuals
- P. Organizations with exclusionary or discriminatory membership eligibility criteria
- Q. Organizational, project or expenditure misrepresentations made in the application
- R. Projects, programs or activities that do not have proper insurance coverage

8. Assessment Criteria

The following are the criteria used to evaluate an application and determine whether to award a Grant:

- A. Clear project goals, activities and start and end dates within a given timeline
- B. The degree to which the project demonstrates and addresses a community need, therefore increasing community capacity
- C. The degree to which community groups form partnerships, collaborate and leverage their resources/share costs to achieve their project goals
- D. The degree to which the project complements or provides unique solutions to services and programming in Squamish promoting a healthy, caring, safe and supportive community for local residents
- E. The degree to which the project encourages and fosters community involvement and volunteerism
- F. The financial viability of the applicant and project during and beyond the grant year (if applicable) demonstrating cost-effectiveness and sustainability
- G. The degree to which the project supports the DOS Official Community Plan Goals of; Liveable, Healthy, Resilient, Connected and Engaged (See Section 2) and benefits DOS residents
- H. The degree to which the applicant organization provides healthy leadership within their organization and in the community and the number of benefits this organization has provided to the community in the past
- I. Has attainable measures of success

9. Reporting

Applicants that receive grants are required to submit a final report no later than March 31st of the year following the grant year.

The report is to include the following:

- a) Community Enhancement Grant Report (Schedule A to the Applicant Guide)
- b) A financial summary comparing actual costs to the proposed budget (Schedule 1 to the Application - Proposed Project Budget)

10. Timeline

ACTIVITY	DATES
Call for applications	February 1, 2021
Application Deadline	March 1, 2021
Application Review and grant dispersal decisions	Early to mid-March 2021
Grant dispersals	Mid to late March 2021
Grant programming	April 1, to December 31, 2021
Grant program reports due	March 31, 2022

Schedule A

Community Enhancement Grant Report

Due by March 31st of the year following the year funds were granted

We want to hear how your Community Grant enhanced the lives of local citizens in Squamish. We would also like to hear of any challenges you faced and how you dealt with them. Please complete the form below and send by email, along with any photos you would like to share with us and the rest of the community to info@squamishfoundation.com. **Please also resubmit Schedule 1 Proposed Project Budget from the original application with updates for actual revenue and expenditures.**

Name of Applicant (organization):

Name of Contact Person:

Job Title (or relationship with organization):

Contact Phone No.:

Contact Email Address:

Please describe in 500 words or less, your Community Enhancement Grant project experience, including:

- a) How your project improved the lives of local citizens in Squamish
- b) The number of people served by the project including break-downs of specific populations or minorities served (if available)
- c) Any changes to the original application
- d) Any challenges you faced and how you dealt with them

Include testimonies/stories from participants and staff. Attach additional pages if necessary.

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose.

Authorized Signature: _____ Date: _____