



**SQUAMISH**  
**COMMUNITY**  
FOUNDATION

## **Community Enhancement Grants**

### **Applicant Guide**

October 2021

Funding Provided by The District of Squamish



**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 Grants successful projects will support the five goals of the District of Squamish’s Official Community Plan: Liveable, Healthy, Engaged, Connected and Resilient. Grants will support 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.

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

Applications will be open to all eligible organizations in Squamish beginning October 1, 2021 and closing November 12, 2021. Grant Applications and Granting Guidelines can be found on the Squamish Community Foundation website [squamishfoundation.com](http://squamishfoundation.com).

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## 1. Goals

The overall goal of the Community Enhancement Grants (CEG) is to enhance the quality of life of the residents of Squamish.

General goals of the CEG 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. Multi-year projects of no more than 3 years in duration, may be considered
- C. Grant funding must be utilized for the year(s) awarded until December 31<sup>st</sup> of that year or the final year of granting
- D. 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
- E. There must be no misrepresentation on the grant application
- F. 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
- G. Longer term projects should demonstrate enhanced or expanded programming that is sustainable beyond the granting period without CEG 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. 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. Organizations not located and/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; exceptions include 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 January 1, 2022
- K. Expenses after December 31, 2022 or December 31 of the final year of granting
- L. Insurance for administration, vehicles and buildings, etc.
- M. Mortgage and capital leases
- N. Retroactive funding, operating or capital deficits
- O. Applications from individuals
- P. Direct religious and/or political activities
- Q. Organizations with exclusionary or discriminatory membership eligibility criteria
- R. Organizational, project or expenditure misrepresentations made in the application
- S. Projects, programs or activities that do not have proper insurance coverage

## 8. Assessment Criteria and Grading

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

- A. The project meets one or more 'Type of Grant' criteria (worth up to 5 points)
- B. Clear project goals, activities and start and end dates (worth up to 5 points)
- C. The degree to which the project supports the DOS Official Community Plan Goals of; Liveable, Healthy, Resilient, Connected and Engaged (See Section 2) (worth up to 3 points)
- D. The degree to which community groups form partnerships, collaborate and share resources to achieve their project goals (worth up to 3 points)
- E. The degree to which the project demonstrates an environmental/community issue and/or serves a population affected by the issue (worth up to 5 points)
- F. The number of people benefitting from the project or the degree of positive environmental impact of the project (worth up to 5 points)
- G. The degree to which the project encourages and fosters community involvement and volunteerism (worth up to 3 points)
- H. The degree to which the project is achievable with less funding (worth up to 3 points)
- I. The project has attainable measures of success (worth up to 3 points)
- J. The project demonstrates cost-effectiveness and sustainability (worth up to 5 points)

## 9. Reporting

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

The report is to include the following:

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

## 10. Timeline

<b>ACTIVITY</b>	<b>DATES</b>
Call for applications	October 1, 2021
Application Deadline	November 12, 2021
Application Review and grant dispersal decisions	November 13 to December 6, 2021
Grant dispersals	Early January 2022
Grant programming	January 1 to December 31, 2022
Grant program reports due	January 31, 2023