



Community Enhancement Grants

Applicant Guide

October 2022

Funding Provided by The District of Squamish



Applicant Guide: Squamish Community Enhancement Grants

The District of Squamish (DOS) Community Grant Policy enables community groups to administer grant funding to local non-profits and charities on behalf of the DOS, 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 Community Enhancement Grants on behalf of Council starting 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 7, 2022 and closing **November 14, 2022** . Grant Applications and Granting Guidelines can be found on the Squamish Community Foundation website squamishfoundation.com.

Guide Sections

- 1. GOALS 3
- 2. PRINCIPLES 3
- 3. CONDITIONS OF AWARING GRANTS..... 3
- 4. ELIGIBLE ORGANIZATIONS..... 4
- 5. ELIGIBLE PROJECTS 4
- 6. ELIGIBLE EXPENDITURES 4
- 7. INELIGIBLE ORGANIZATIONS, PROJECTS AND EXPENDITURES..... 5
- 8. ASSESSMENT CRITERIA AND GRADING..... 5
- 9. REPORTING..... 6
- 10. TIMELINE..... 6

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

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.

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 31st 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, Diversity and Inclusion 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

Requests for traffic management support for major non-profit community events, should be directed to the District of Squamish Manager of Arts and Culture at events@squamish.ca. Traffic management support costs are not covered by Community Enhancement Grants.

7. Ineligible Organizations, Projects and Expenditures

- A. Organizations not located and/or operating within the District of Squamish
- B. Businesses or commercial enterprises/events
- C. 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
- D. Profit-generating projects or activities
- E. Project costs funded by another funding source
- F. Purchase of real property (land or building)
- G. Expenses incurred prior to January 1, 2023
- H. Expenses incurred after December 31, 2023 or December 31 of the final year of granting
- I. Insurance for administration, vehicles and buildings, etc.
- J. Mortgage and capital leases
- K. Applications from individuals
- L. Direct religious and/or political activities
- M. Organizations with exclusionary or discriminatory membership eligibility criteria
- N. Projects, programs or activities that do not have proper insurance coverage

8. Assessment Criteria and Grading

The following are the criteria used to evaluate a Community Enhancement Grant application:

- A. The project meets one or more 'Type of Grant' criteria (worth up to 2 points)
- B. Clear project activities and goals, population(s) served and/or environmental issue addressed (worth up to 5 points)
- C. Clear project start and end dates/timeline (worth up to 3 points)
- D. 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)
- E. The degree to which community groups form partnerships, collaborate and share resources to achieve their project goals (worth up to 3 points)
- F. The number of people benefitting from the project or the degree of positive environmental impact of the project (worth up to 3 points)
- G. The degree to which the project encourages and fosters community involvement and volunteerism (worth up to 3 points)
- H. The project has attainable measures of success (worth up to 3 points)
- I. The project demonstrates budgetary cost-effectiveness and sustainability (if applicable) (worth up to 5 points)

9. Reporting

Community Enhancement Grant recipients are required to submit a final report no later than January 31st, 2024 or January 31st of the year following the final year of granting.

The report is to include the following:

- a) Completed 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

ACTIVITY	DATES
Call for applications	October 7, 2022
Application Deadline	November 14, 2022
Application Review and grant dispersal decisions	November 15 to December 15, 2022
Grant dispersals	End December 2022/Early January 2023
Grant programming	January 1 to December 31, 2023
Grant program reports due	January 31, 2024