

1. Purpose

The purpose of the Delta Community Grants Funding Program is to assist non-profit organizations and community groups in Delta to undertake projects, programs and initiatives that provide benefit to Delta's community. This policy provides a framework to ensure consistency and fairness in the assessment of funding requests, the allocation of grants to eligible applicants, and to encourage the delivery of projects and initiatives that have a positive impact in Delta.

2. Eligibility Criteria

Eligible Organizations

Organizations applying for Delta Community Grants Funding must be based in Delta and/or be proposing a community service, program, initiative or event that primarily serves Delta residents. Eligible applicants must be an organization:

- a) With a non-profit BC Society Number and/or Charitable Registration Number; and
- b) Providing services to residents of the City of Delta; and
- c) Not receiving other support from the City of Delta (i.e. permissive tax exemption, service agreement).

Eligible Expenses

Examples of eligible expenses include:

- a) Special projects and events: e.g. hosting a workshop or producing resource material.
- b) Projects, programs, or initiatives that serve the Delta community: e.g. social development, community, environment.
- c) Capital costs: e.g. the purchase of office equipment.
- d) Sponsorship of fundraising events for an organization that provides services or programs that meet the grant guideline criteria.

Ineligible Expenses

Except in special circumstances approved by Council, the following includes examples of ineligible expenses.

- a) Direct financial assistance to individuals or families.
- b) Services that fall primarily within the mandate of a senior government agency or a local service agency, except where there is an established need.
- c) Residential programs or rental/housing subsidies.
- d) Academic or student research projects.
- e) Legal or human rights cases.
- f) Grants or donations to other organizations or individuals.
- g) Ongoing operational expenses incurred during the normal course of business or payment of existing debts.
- h) Registration, attendance, or travel costs to attend conferences, workshops and/or training.

3. Delta Community Grants Fund and Application Process

Grant Guidelines

Delta Community Grants Funding Program is designed to support requests that focus primarily on programs and initiatives that benefit Delta's community and residents. Priority consideration is given to services or programs that meet the following criteria:

- a) Strengthens and enhances the well-being of the Delta community (i.e. social development, community, environment).
- b) Benefits residents who are experiencing social, physical, and/or economic disadvantages or who face discrimination.
- c) Promotes volunteering.
- d) Promotes cultural understanding.
- e) Partners with other service providers in the community.
- f) Organization's programs and services are inclusive and available to Delta residents.

Grants that are approved must not be considered as ongoing annual sources of funding. Alternative funding sources must be identified and pursued. Any unused funds from the Delta Community Grants Funding Program must be returned.

Grant Funding Limits

The maximum Delta Community Grants Funding amount for each qualifying organization per calendar year is \$10,000.

Grant Application Process

- a) Requests for grant funding must be submitted to the Corporate Services Department (communitygrants@delta.ca) using the *Delta Community Grant Application*. The City Manager is authorized to approve community grants of \$10,000 or less provided the request meets the Delta Community Grants Funding Policy.
- b) Submission deadlines: first intake: January 15, second intake: June 15
- c) Grants are awarded twice a year. Notification of application decisions by letter or e-mail will be made in spring (first intake) and fall (second intake).

Grant Awarded – Spending and Reporting Requirements

Once disbursed, funds must be spent within 12 months of receipt and the organization must report back on the success of the grant in supporting the community service, program, initiative or event.