



## COUNCIL POLICY

<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2024-JUL-08
<b>Policy Number:</b>	COU-244	<b>Amendment Date/s:</b>	2025-FEB-24
<b>Title:</b>	Security Checks and Other Grants Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Finance	<b>Approval Date:</b>	2024-JUL-08

### PURPOSE:

The purpose of this policy is to:

1. Set out the requirements and provide guidance in the evaluation of applications for Security Checks and Other Grants administered by the City of Nanaimo.

### DEFINITIONS

In this Policy, unless the context otherwise requires:

**“Applicant(s)”** means the organization or corporation applying for an exemption.

**“City”** means the City of Nanaimo.

**“Council”** means the Council of the City of Nanaimo.

**“Finance and Audit Committee”** means the Council appointed Finance and Audit Committee of the City of Nanaimo

**“Finance Department”** means the City’s Finance Division of the Corporate Services Department.

**“Non-Profit Organization”** means a charitable, philanthropic or other society engaged in not-for-profit activities, which is incorporated under the *BC Societies Act*, or a *Registered Charity* that is formally registered with the Canada Revenue Agency.

**“Registered Charity”** means charitable organization that use their resources for charitable activities; and have charitable purposes that relieve poverty, advance religion, or other purposes that benefit the community and are formally registered with the Canada Revenue Agency.

### SCOPE

Grant funding will be divided into the following categories:

- 1) Security Checks
- 2) Other Grants

Recommendations for grant funding for any applicant will be awarded from these categories in accordance with the guidelines that are outlined in this policy.

### **YEARLY ALLOCATIONS OF GRANT FUNDING**

- 1) The extent of grant funding available is dependent on the discretion of *Council*. The total amount of funding available will be set through the adoption of the Five-Year Financial Plan each year.
- 2) *Council* may allocate funding between the various categories outlined in this policy.

### **PROCESS AND CRITERIA FOR AWARDING GRANTS**

The process for the consideration of funding for each category of grants provided will be as follows:

#### **1) Security Check Grants**

##### **Purpose:**

Security Check grants are awarded to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and must meet the criteria specified below.

##### **Intakes:**

Applications can be received at any time and will be evaluated by *Finance Department* staff members in accordance with this policy with a recommendation provided to the Director, Finance. The Director, Finance will approve applications where grant criteria is met and funding is available.

##### **Criteria for Awarding Grants:**

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
  - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
  - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding.
- In addition, the *Applicant* must:
  - Adhere to all City of Nanaimo Bylaws and Policies

- Not be in arrears with the *City*
- Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
- Have sound financial and administrative management
- Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
- Be accessible to a large portion of the Community
- Be able to demonstrate financial need

#### **Funding Maximum:**

- There is a \$500 per year maximum award to any organization in this funding category.
- *Applicants* can only apply for financial support from this category once per calendar year.

## **2) Other Grants**

### **Purpose:**

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community.

Other Grants is a broad category that encompasses all types of Community services that are provided by *Non-Profit Organizations*. Examples of different types of funding provided could include but is not limited to:

- Educational funding
- In-kind funding for facility rentals
- Capital grants up to the funding maximum of \$5,000
- Community event funding
- Emergency funding

### **Intakes:**

There will be two annual intakes:

First intake:	Deadline of May 15 each year
Second intake:	Deadline of September 15 each year

Applications received by the intake deadline dates will be evaluated by *Finance Department* staff members in accordance with this policy, and a Staff Report with recommendations will be brought forward to the Finance and Audit Committee.

In the event that all of the available funding is expended in the first intake, the second intake will be closed.

### Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
  - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
  - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding
- In addition, the *Applicant* must:
  - Adhere to all City of Nanaimo Bylaws and Policies
  - Not be in arrears with the *City*
  - Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
  - Have sound financial and administrative management
  - Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
  - Be accessible to a large portion of the Community
  - Be able to demonstrate financial need
- The intention of the Other Grants program is not to provide ongoing, annual funding for operating expenses or events for *Non-Profit Organizations*

### Funding Limits:

- There is a \$5,000 per year maximum award to any organization in this funding category
- Applicants can only apply for financial support from this category once per calendar year