

Staff Report for Decision

DATE OF MEETING JULY 28, 2025

AUTHORED BY ANA FRANCISCO, ASSISTANT MANAGER, REVENUE SERVICES

SUBJECT 2025 OTHER GRANTS APPLICATIONS

OVERVIEW

Purpose of Report

To present the 'Other Grant' applications received for the first program intake deadline of 2025-MAY-15 for consideration by Council.

Recommendation

That Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

BACKGROUND

The City of Nanaimo administers an annual grant program to provide funding to eligible non-profit organizations operating within the City. This initiative is designed to support programs and activities that extend beyond the scope of the standard municipal services and that represent a responsible and beneficial use of public funds. By offering financial and in-kind assistance, the program strengthens the delivery of community-based services that enrich the lives of Nanaimo residents.

Eligible uses of the grant include:

- Educational
- Emergency
- In-Kind for facility rental; and
- Capital grants on a matching basis up to a maximum of \$5,000

The criteria for awarding an 'Other Grant' includes:

- Large number of volunteers
- Registered non-profit society
- Sound financial and administrative management
- Demonstrated financial need
- Accessible to a large portion of the community
- Broad base of support
- Other source(s) of financial support
- Must be local in focus and comply with the City of Nanaimo bylaws and policies

There is a \$5,000 per year maximum award to any organization in this funding category.

The grant program is structured to include two annual intakes. In the event that all available funding is expended in the first intake, the second intake will be closed. Submissions received by the designated deadlines are evaluated by Finance Department staff according to the approved policy, with staff recommendations forwarded to the Finance and Audit Committee for consideration.

DISCUSSION

Seven Other Grant applications, from non-profit organizations requesting financial or in-kind support to deliver a variety of community-based services were received for the first intake. Applications were reviewed by both Finance and Parks, Recreation and Culture staff for eligibility and alignment with the City's grant program criteria. One application was deemed ineligible, and three applications funding requests exceeded the \$5,000 per year maximum.

The 2025 Other Grant budget is \$7,000 and just over \$2,000 has previously been allocated to Volunteer Nanaimo. As the requests received exceeded available budget, staff are recommending that the budget be allocated between the top 3 ranked applications, as dividing the funds among all eligible applicants would result in minimal impact and insufficient support for each.

Below is a summary of the grant requests received and staff's recommendation:

Organization	Request	Requested Amount	Recommended Amount
Nanaimo Brain Injury Society	Funding to extend employment of summer student	\$7,900.00	\$0
Nanaimo Disability Resource Centre	Funding to construct a wall to create private offices	\$3,963.75	\$1,417.66
Nanaimo Equestrian Association	Funding for repairs to horse stalls in preparation for the BC 55+ Summer Games	\$20,000.00	\$1,788.17
Nanaimo Science and Sustainability Society	In-kind facility rental funding to host the free science in the park program	\$829.00	\$0
The Chords of Care	Funding to cover the costs associated with executing musical performances for seniors and to support new initiatives (i.e. outdoor piano)	\$500.00	\$0
The Nanaimo Men's Resource Centre	Funding to support a new marketing campaign	\$10,000.00	\$0
Together Against Poverty Society	Funding to support the development of new training and information material in the areas of income assistance, disability, and tenancy.	\$5,000.00	\$1,788.17
Total		\$48,192.75	\$4,994.00

Nanaimo Brain Injury Society (ATTACHMENT B)

Provides support, education, and resources to individuals and families affected by acquired brain injuries, promoting independence and community integration.

The Society is requesting \$7,900 to extend the employment of a Summer Activity Assistant by an additional nine weeks. This student position is partially funded through the Canada Summer Jobs program and supports public education and engagement efforts. Continued employment of the student is expected to enhance the organization's summer programming and community visibility.

Nanaimo Disability Resource Centre (ATTACHMENT C)

Offers information, advocacy, and support services to persons with disabilities, aiming to enhance accessibility, independence, and inclusion in the community.

The organization is requesting \$3,963.75 to fund renovations that will enhance the functionality and security of their office space. The funds would be used for labour and materials to install framing, windows, casings, baseboards, and paint. These improvements will improve service delivery and create a more effective working environment.

Nanaimo Equestrian Association (ATTACHMENT D)

Supports equestrian sport and recreation through facility maintenance and community programming, encouraging safe and inclusive participation in horseback riding.

The Association is requesting \$20,000 to undertake extensive repairs to horse stalls and the removal of a barn. These improvements are necessary to accommodate participants of the BC 55+ Summer Games and ensure that horses can be stabled safely during the event. This infrastructure project supports regional event readiness and community recreation.

Nanaimo Science and Sustainability Society (ATTACHMENT E)

Engages children and families in science education through interactive programming and events that promote sustainability and curiosity.

The Society is requesting an in-kind grant of 100 hours of park use to continue delivering their "Science in the Park" program. This free initiative offers educational science programming for children and families, fostering early STEAM interest and community engagement in outdoor settings. The Society was awarded an in-kind grant in 2024 for this program, therefore the application was deemed ineligible as the intent of the Other Grant program is not to provide ongoing annual funding for operating expenses or events.

The Chords of Care (ATTACHMENT F)

A volunteer-based organization that delivers live musical performances to healthcare and community settings to support emotional well-being and connection through music.

The Society is requesting \$500 to cover costs associated with organizing musical performances for seniors. This includes transportation, equipment, volunteer supplies, and promotional materials. A portion of the funding would support new initiatives like painted outdoor pianos and help offset costs previously incurred such as website development. Their programming provides social and emotional enrichment for seniors through music.

The Nanaimo Men's Resource Centre (ATTACHMENT G)

Provides support services, counselling, and educational resources to men and their families, with a focus on mental health, family relationships, and community engagement.

The Centre is requesting \$10,000 in funding to support increased community awareness about the Centre's services. The organization provides support and information to men in the community, and this funding would enable them to expand outreach efforts and improve access to their resources.

Together Against Poverty Society (TAPS) (ATTACHMENT H)

Advocates for individuals living in poverty by offering legal advocacy, education, and support services in areas such as income assistance, tenancy, and disability benefits.

TAPS is requesting \$5,000 to support the delivery of training and legal information sessions. This funding would enable advocates to provide accessible materials and seminars on topics such as tenancy rights, income assistance, and disability support, and expanding community access to critical information.

Staff, in collaboration with the Parks and Recreation department, have reviewed all applications and assessed them against the grant criteria including public benefit, financial need, alignment with City goals, and organizational capacity. The recommendations forwarded to Council reflect a balanced approach to supporting a range of services that offer meaningful benefits to Nanaimo residents.

Additionally, staff have confirmed with the top 3 scoring applicants that reduced funding would still allow them to move forward with their initiative. |

OPTIONS

1. That Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

- **Advantage:** This option supports a diverse set of non-profit organizations that offer essential community services. It allows the City to leverage partnerships with established non-profits to deliver services that fall outside of the municipal mandate. The approval also demonstrates ongoing support for local organizations, encouraging long-term sustainability and community engagement.

Disadvantages: Due to the limited budget only three applicants will receive partial funding, and four applicants will receive no funding.

- **Financial Implications:** The annual Other Grant budget will be fully allocated at the first intake.

2. That Council provide alternative direction. |

SUMMARY POINTS

- The City of Nanaimo's grant program supports non-profit organizations in delivering services beyond the City's core responsibilities.
- Funding is awarded based on clear eligibility criteria and is subject to a structured, policy-driven review process.
- Staff recommendations aim to ensure responsible allocation of resources that benefit a broad cross-section of the Nanaimo community.

ATTACHMENTS:

ATTACHMENT A: Security Checks and Other Grants Policy
ATTACHMENT B: Nanaimo Brain Injury Society
ATTACHMENT C: Nanaimo Disability Resource Centre
ATTACHMENT D: Nanaimo Equestrian Association
ATTACHMENT E: Nanaimo Science and Sustainability Society
ATTACHMENT F: The Chords of Care
ATTACHMENT G: The Nanaimo Men's Resource Centre
ATTACHMENT H: Together Against Poverty Society |

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