

# COMMUNITY ENHANCEMENT FUND POLICY

## POLICY PURPOSE

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This policy establishes the framework for grant funding to non-profit organizations, community groups, and societies that deliver benefits to the community.

## POLICY

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### 1.0 Scope

This policy applies to all organizations seeking support from the Village of Pemberton Community Enhancement Fund program. This policy does not apply to the following forms of financial assistance:

- Funding provided under a partnering agreement or service agreement,
- Permissive tax exemptions,
- Bursaries or scholarships,
- Fee waivers, or
- Financial support provided directly through a budget allocation.

### 2.0 Eligibility

Any non-profit organization, club, community group, or registered society based in Pemberton that offers programs, events, or services that benefit Village residents is eligible to apply for funding. A business is not eligible for funding.

### 3.0 Funding Streams & Objectives

Funding is available under two distinct streams: *Community and Social Development* and *Spelkúmtn Community Forest Vision and Values*.

#### Community and Social Development

Provides funding for organizations and initiatives that support:

- sports, recreation, education, health,
- arts and culture,
- accessibility and inclusion, and
- community development

#### Spelkúmtn Community Forest Vision and Values

Provides funding for organizations and Initiatives that further reconciliation and strengthen relationships between Lílwat Nation and Village of Pemberton through connection to the land, good stewardship, and economic opportunity and support the following shared community values:

- community relationships and social responsibility
- environmental stewardship, wildlife conservation and habitat enhancement, watershed protection
- economic viability and giving back to the community

- culture, outdoor lifestyle, recreation, connection between land and people, and connection to nature

## 4.0 Budget

Each year Council will set the Community Enhancement Fund budget by allocating funds in the operating budget to the Community and Social Development funding stream and by allocating funds from the Spelkúmtn Community Forest Legacy Fund to the Spelkúmtn Community Forest Vision and Values funding stream.

## 5.0 Evaluation Criteria

Funds available for distribution under the CEF program are limited. When considering whether to support a request for funds, Council may prioritize requests that accomplish one or more of the following:

- a) deliver significant community benefits or fill a community need,
- b) leverage additional funding to deliver benefits of a value greater than the requested funding amount,
- c) deliver programs, events, or services that are accessible and welcoming to all, or
- d) benefit a large number of community residents.

Funds will not be granted for programs or services that duplicate those offered by other groups or businesses in the community unless a need for duplicate programs and services can be demonstrated.

## 6.0 Process

### Application

The applicant will submit a request for grant funding in writing using the form provided by the Village or in the form of a letter addressed to Mayor and Council that includes:

- a) the name and contact details of the organization and of the applicant;
- b) a description of the organization and confirmation of status as non-profit, community group, or society;
- c) a description of the initiative for which funding is sought including information regarding proposed start and end dates, objectives, deliverables, volunteer involvement, and benefits the initiative will bring to the community;
- d) if applying under the Spelkúmtn Community Forest Vision and Values funding stream, a description of how the initiative supports the vision and values;
- e) if applying under the Community and Social Development funding stream, a description of how the initiative supports the objectives of the funding stream;
- f) the amount of grant funding requested;
- g) program, event, or organization budget including details of the initiative's expenses and revenues including other sources of funding;
- h) letters of support for the applicant and for the initiative; and
- i) any other details that will assist Council in evaluating the application.

The corporate officer, chief administrative officer, or Council may accept an application that does not include all the required information or documents.

#### Review

Village staff will review the application and request additional information if necessary. Once satisfied that the application is complete and meets the intent of the policy, staff will place the application on the agenda of the next available regular meeting of council.

Note: The applicant is advised to attend the meeting at which the application will be considered to answer questions of Council.

#### Council Review and Decision

Council will review the application at a regular meeting and, if in support of the funding request, allocate funding from the Community and Social Development or Spelkúmtn Community Forest Vision and Values funding streams by resolution. Council may:

- a) support the funding request as presented,
- b) support the funding request with conditions,
- c) offer an amount of funding less than or more than the requested amount,
- d) request additional information before deciding, or
- e) deny the funding request.

#### Communication

Staff will inform the applicant of Council's decision and any requirements for reporting on progress or completion of the initiative.

#### Issuance of Funding

Once approved by Council, funding will be provided within approximately four weeks.

#### Follow-Up and Reporting

Grant recipients are welcome to present Council with information on the outcomes of funded initiatives through a presentation at an open meeting or through a written report. In some cases, Council may require a follow-up presentation or report as a condition of funding.

## **RESPONSIBILITIES**

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### **7.0 Council Responsibilities**

Council is responsible for adopting this policy and for making any substantive amendments to this policy.

### **8.0 Chief Administrative Officer Responsibilities**

The chief administrative officer is responsible for administering the policy and for administrative amendments to the policy.