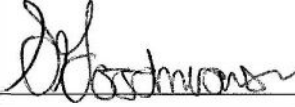




# City of Langford

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<b>CITY OF LANGFORD FUNDING REQUEST POLICY</b>	
<b>Council Policy POL-0147-FIN Amendment #1</b>	<b>Original Policy: FEBRUARY 16, 2015 Amended: 2024</b>
<b>Presiding Council Member, Mayor Scott Goodmanson</b>	
<b>Date:</b> September 5, 2024	<b>Signature:</b> 
<p><b>PURPOSE:</b> The purpose of this policy is to provide guidelines for funding contribution consideration, including in-kind contributions.</p> <p><b>TIMELINE:</b> Each year, Council may allocate a budget to grant funding based on individual requests in accordance with this policy if received by December 15<sup>th</sup> for the following calendar year.</p> <p><b>DEFINITIONS:</b></p> <p>“Applicant” – means the person, organization, or entity applying for funding through the City of Langford’s Grant-in-Aid program or in accordance with this policy.</p> <p>“Community Association” – means a non-government association of participating members from a delineated geographic area that may serve as a social club, community promotional group, a service-related organization, and a youth based or focused group that have formed as a registered society.</p> <p>“Community-led Organization” means a group of residents and participating members interested in providing a service, amenity, gathering, or event that benefits the greater community of Langford that have formed as a registered society.</p> <p>“Grant Award” means a monetary or in-kind contribution from the City under this policy.</p> <p>“In-Kind Contributions” – means a transaction or contribution that does not involve the exchange of money. Goods, services, event space, etc. that would typically be paid for or hired, may be offered to an applicant instead of receiving a direct monetary contribution.</p> <p>“Required Documentation” – means the outline of required documentation located on the City’s application package which may be updated from time to time and can be accessed on the City’s website or at City Hall.</p> <p>“Retroactive Fees” – means payment for a project, initiative or event that has already occurred but does not include payment for a project, initiative, or event that occurs between the application deadline and consideration of the Grant in Aid application by Council.</p>	

**ELIGIBILITY REQUIREMENTS:**

To be considered for Grant Award, the following criteria must be met:

1. The request must be submitted to the City of Langford with all required documentation as outlined in the application package by December 15<sup>th</sup>.
2. The funding being applied for must be for an upcoming project, initiative, or event. No retroactive fees will be paid. Applications that are submitted prior to the deadline is not excluded solely on the basis that the event initiative or project has taken place prior to the application being considered by the City of Langford provided however the project event or initiative must not take place prior to the application deadline.
3. Preference will be given to those who operate within Langford, or those who provide a service or benefit to the community of Langford.
4. Applying organization is a registered society, registered charity and may include community-led groups, neighbourhood associations, School District 62 Parent Advisory Council and other Committees sanctioned by the schools, or other entity that is not a for-profit business.
5. Funds awarded from this program are not to be used to provide grants to any other entity or organization.
6. The applicant will provide recent financial statements and these documents are included as part of the application package except when an applicant is in their inaugural year and no financial statements have been completed.
7. The applicant will provide a detailed budget and these documents are included as part of the application package.

Please note that all items above are required for an application to be considered.

**ASSESSMENT PROCESS:**

Completed and eligible applications will be forwarded to Council for consideration unless an alternative process is arranged. For example, Council may establish advisory bodies whose Terms of Reference or mandate would reasonably be expected to include recommendations regarding funding request applications. Council may request that these applications be referred to the advisory body for initial discussion, debate, and consideration before coming to Council for final decision.

The maximum Grant Award that may be granted per application through the Grant in Aid Program is \$10,000.

All applicants will be notified of the decision of Council.