

# **City of Nanaimo Grants Advisory Committee General Information**

The City of Nanaimo, in cooperation with the Regional District of Nanaimo, maintains an annual program to award civic grant funding to eligible non-for-profit organizations operating in the City of Nanaimo. Following the terms of reference and guidelines endorsed by City Council, the Grants Advisory Committee reviews applications for miscellaneous grants, Permissive Tax Exemptions (PTE's) and appeals and make recommendations to Council.

Programs and services will be evaluated on the basis of need, appropriateness and demonstrated effectiveness. All grants are for a one-year period or less, with the exception of PTE's. Applicants may be required to appear before the Grants Advisory Committee to answer questions with respect to program services, finances or other issues.

## Completing the Application

When filling out the application, you are encouraged to submit any appendices that you feel would add to the understanding of your service. Please ensure you answer all questions (even if you are submitting separate attachments) or your application will be returned.

Please type or print clearly. Return your completed application to:

The Grants Advisory Committee  
c/o Laura Mercer  
455 Wallace Street  
Finance Department  
City of Nanaimo V9R 5J6

## Deadline

**Although there is no official deadline, funds are limited and applications will be considered on a first-come, first-served basis.**

## Process

Grants Advisory Committee meetings are typically scheduled the 3<sup>rd</sup> Wednesday of each month, however the Committee meets on an 'as needs' basis. Applicants can expect that it will take six to eight weeks from the time their application is submitted until it is considered by Council. After reviewing the applications, the Grants Advisory Committee makes its recommendation to Council. Representatives of your organization may be requested to attend a meeting to expand on the material in your application.

The Grants Advisory Committee meetings are open to the public, therefore do not provide any information that you consider to be confidential. Keep in mind that your submissions may be debated at televised Council meetings and pertinent information distributed through the media.

### Categories

The funding for grants is divided into several categories:

- Security Check Grants
- Other Grants
- Permissive Tax Exemptions
- Appeals

### General Criteria

Generally, grants from the City will be awarded on the basis of demonstrated need for the service within the community and the financial need of the organization. There are more specific criteria defined within each category. The criteria is included with the application forms.

Most grants awarded each year are between \$100 and \$5,000. Not all groups applying for grants will receive funding.

### Permissive Tax Exemptions

Some not-for-profit organizations **may** be eligible to be exempted from property taxes. The application process is the same as above, but Council may not consider the issue until July. If successful, the organization will be exempted from taxes in the following year, and will continue to be exempt unless Council re-evaluates the organization and removes the exemption, or until the property is sold. Exemptions are reviewed every three years.

### For more information:

- Contact Laura Mercer, 755-4413.
- Application forms are available at City Hall or on-line at [www.nanaimo.ca](http://www.nanaimo.ca)