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| RCRS Secondary: | GOV-02 | Effective Date: | 2014-JUN-09 COUNCIL |
| Policy Number: | COU-196 | Amendment Date/s: | |
| Title: | Matching Grants Policy | Repeal Date: | |
| Department: | Finance | Approval Date: | 2014-JUN-09 COUNCIL |

PURPOSE:

To provide guidelines for individuals and organizations applying for matching funds in support of City initiatives, to ensure the partner’s contribution does not consist of monies previously funded by general taxpayer contributions / transfers.

DEFINITIONS:

N/A

SCOPE:

Authority to Act - Council

POLICY:

The Matching Grants Policy provides a mechanism for community engagement, skills development, capacity building, and shared funding arrangements for the delivery of appropriate programs. These Grants supports partnerships between community groups and the City to deliver events, services, and local projects in the City of Nanaimo.

Matching Grants are designed to support projects that involve genuine community participation. By “matching” the amount contributed by a stakeholder, the City is strengthening partnerships between the City and the community, supporting locally-identified projects and helping to build a general sense of collaboration within the community.

When an organization is proposing to match a grant from the City of Nanaimo, the matching funds shall not consist of funds previously funded by taxpayer contributions and/or transfers. The City’s total contribution shall be calculated by considering both direct funding and any additional funding provided by general taxpayer contributions or transfers by the City in support of that organization’s operations.

For example, if an organization is requesting a matching grant from both the City and the Nanaimo Economic Development Corporation (NEDC) (which is funded primarily by general taxpayer contributions to the City), the total funding of these two organizations will be considered in aggregate.

Examples of organization supported by the City are: Regional District of Nanaimo (RDN) NEDC, Downtown Nanaimo Business Improvement Association (DNBIA), Port Theatre, Nanaimo Museum, Vancouver Island Conference Centre (VICC), and all other organizations that receive more than \$2,500 in City Funds for their operation. This funding is considered to be provided by general tax payers contributions.

PROCESS:

The following procedure applies to all Committees that provide Grant recommendations to Council:

- When an application for a Grant is made to any City Committee, all sources of funding from other parties must be disclosed in the application process
- The total amount of the Grant shall be calculated taking into account both direct funding and any additional funding provided by the general taxpayer contributions or transfer (i.e. the percentage of funding the group receives from the City as part of its operational budget).
- Committee recommendations to council must disclose and explain all sources of funding for Grants including city supported and non-city supported organizations
- Organizations receiving Matching Grants shall communicate to the City in writing, of any other grant applications that have been submitted for the same purpose; either before or after the City grant has been approved.
- City funded organizations shall report all applications for grants to the appropriate committee staff liaison in writing.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A