

SECTION: Community Services Department/ Program Division  
CHAPTER: Grants

SUBJECT: Funding Grants

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## PURPOSE

To fund and partner with community non-profit organizations to deliver programs, projects or events that align with the City of Yellowknife objectives, have a clear community impact and respond to community needs. Eligible organizations may only apply under one (1) funding stream: Community Service Grant, Multi-Year Grant or Sponsorship Grant. Funding levels are reviewed and set annually by Council.

## POLICY (MOTION #0329-15)

**Community Service Grant:** It is the policy of the City of Yellowknife to provide one (1) year Community Service Grant funding to non-profit organizations based in Yellowknife for start-up or enhancement of programs or projects. The maximum amount to be awarded for this grant is \$10,000.00. Funding must be used within the grant year.

**Multi-Year Grant:** It is the policy of the City of Yellowknife to provide three (3) year Multi-Year Grant funding to established non-profit organizations based in Yellowknife for operational requirements, programs and/or projects. The maximum to be awarded for the Multi-Year Grant is \$80,000.00 per year.

**Sponsorship Grant:** It is the policy of the City of Yellowknife to provide one (1) year Sponsorship Grant funding to established non-profit organizations based in Yellowknife to sponsor or host an event. The maximum amount to be awarded for the Sponsorship Grant is \$20,000.00. Funding must be used within the grant year.

## APPLICATION

This policy applies to registered non-profit organizations, as follows:

### Funding Guiding Principles

- The City of Yellowknife has an open and transparent funding process where all eligible organizations have the ability to apply for related funding.
- Funding requests must clearly benefit the community of Yellowknife by encouraging community interaction and spirit.
- Activities must be municipal in nature.
- Funding must be directly attributable to program, project or event delivery in Yellowknife
- Organizations are encouraged to be self-supporting and sustainable.
- Organizations must demonstrate proof of \$2,000,000 all-risk liability insurance before funding will be awarded.
- Organizations must show the ability to match the funding request by demonstrating revenue streams and in-kind donations.
- Funding is not based on financial need.

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Approved:

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- Funding must not be used for: fundraising, travel expenses, cash prizes or gifts.
- Government departments, boards and agencies are not eligible for funding.
  - The Parent Advisory Committee (PAC) of a Yellowknife school board will be exempt from this criteria. PAC's may only submit an application under the Community Service Grant for projects that upgrade school grounds and the upgrades must benefit the community. Only one PAC per school board will be eligible to submit an application per year and the school board will be the organization responsible for overseeing the completion of the project and provision of a final financial report upon completion of the funded project.

#### Funding Process

The Grant Application process takes approximately six (6) to eight (8) weeks to complete.

1. Each organization must submit their application **no later** than January 10 of each year. Applications received after the closing date will not be considered.
2. A Community Services Department representative completes an administrative review of all applications received.
3. The Grant Review Committee reviews applications and may request oral presentations from applicants as deemed necessary.
4. The Grant Review Committee makes recommendations to Council, and Council makes all final decisions related to funding grants.
5. Administration prepares and sends out Contribution Agreements to successful applicants after funding levels are approved.
6. Within 30 days of receipt of signed Contribution Agreement, 75% of funds are released.
7. The remaining 25% of funds are released after Administration receives the final report.

#### Funding Priorities

Organizations must meet one (1) or more funding priority:

1. Arts: Support a program, project or event that enhances the media of music, drama, dance, visual arts, literature or craft.
2. Community: Support a program, project, or event that encourages social development, wellbeing, community sustainability, or community pride.

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3. Culture: Support a program, project, or event that develops an accessible, diverse and vibrant, arts and cultural landscape.
4. Sports and Recreation: Provide equitable access to diverse sport and recreational opportunities.
5. Sports Event – Only eligible for the Sponsorship Grant:
  - o Host a sanctioned championship event: territorial, western Canada, national or international.
  - o Event must be a team or individual competition where a winner or champion is declared.
  - o An official letter of endorsement from the respective territorial, national or international governing body is required.
  - o Event must be composed solely of amateur athletes.

#### Funding Eligibility

1. Applicants must be non-profit organizations registered under the *Societies Act* of the Northwest Territories and be in compliance with Corporate Registries by the application deadline.
2. Organizations must be based in Yellowknife, serve the residents of Yellowknife, and be in good standing with the City of Yellowknife.
3. Organizations applying for the Multi-Year Grant must have received a Special Project Grant or Sponsorship Grant for the previous two consecutive years.
4. Organizations may only apply under one funding stream.
5. Where applicable, the City of Yellowknife must be recognized as specified in the Contribution Agreement.
6. Organizations must demonstrate proof of \$2,000,000 all-risk liability insurance before funding will be awarded.

#### **DEFINITIONS**

**Accessible:** A general term to describe the degree to which an activity, service, or physical environment is available to as many people as possible regardless of their physical abilities or socio-economic background. Accessibility can be viewed as the “ability to access” and benefit for the ability, service, or physical space. Improving accessibility involves removing economic, physical, cultural, and transportation barriers to participate in programs, projects, and facilities.

**Affordable:** A measure of whether residents have access to sufficient resources to participate in society and whether programs, services, and activities are

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priced to allow residents from all income levels the opportunity to participate.

**Amateur Athlete**

Is an individual that is not paid for competing in a sport or competition.

**Arts (the Arts):**

The expression or application of human creative skills and imagination (e.g. painting, print-making, drawing, sculptures, crafts, photography, film and video, theatre, music, literary arts, dance) Includes original, creative interpretation, and facsimile reproduction and distribution, in addition to cultural industries - publishing, film, sound recording, video and audio-visual broadcasting.

**Capital Projects:**

Projects that encompass capital – includes new construction, renovation and/or expansion of a facility. Also includes equipment required for the program.

**Community Associations:**

Volunteer non-profit organizations that plan and provide sport, recreation, arts, culture and social programs for residents in a particular geographic area (neighbourhood).

**Community Impact:**

The organization has established, developed and implemented a meaningful initiative that advances the communities' vision, stream priorities, and outcomes.

**Community:**

Projects and programs implemented to encourage the optimal development, well-being and or sustainability of the community.

**Culture:**

The whole complex of distinctive spiritual, material, intellectual, and emotional features that characterize a society or social group. It includes creative expression (e.g. oral history, language, literature, performing arts, fine arts and crafts) community practices (e.g. traditional healing methods, traditional celebrations and patterns of social interaction that contribute to group and individual welfare and identity) and material or built forms such as sites, buildings, historic centers, landscapes, art, and objects.

**Cultural Programming:**

The collection of projects/programs, delivered through the events, festivals, and other modes of exhibition and distribution.

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- Events:** A planned public occasion such as music and cultural festivals and sporting events.
- Festival:** A specific event designed to present through public access, productions, or services of an arts discipline(s) often multi-faceted and occurring during a brief period of time. Festivals often occur annually and usually in a reasonably contained area, indoors or outdoors.
- Financial Need:** The organization demonstrates that the City funding for their project, program, or event is integral to their vitality, sustainability and continued work within the community.
- Inclusive:** A description of the community where all people have access to quality community necessities and amenities, where all people, regardless of any difference, have the same opportunities.
- Projects/Programs:** The specific, time-bound activities and services delivered to the citizens and organizations in Yellowknife.
- Recreation:** All those activities an individual chooses to participate in his/her leisure time and is not restricted solely to sports or physical recreation programs, but also includes artistic, creative, cultural, social, and intellectual activities.
- Sport:** A regular form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contest may be in the form of a game, match, races, and/or other form of competitive event.

## PROCEDURE

### Responsibility

Community Services

### Action

Organization

1. Advertising for funding applications begins at least 60 days in advance of the deadline.
2. Submits applications before January 10. Applications received after the deadline will not be considered.
3. Applications must be completed in the *City of Yellowknife Funding Grants Application Form* and include all supporting

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materials. Applications received in alternative formats will not be considered.

Program Manager

4. Receives and confirms date of applications received.
5. Ensures applications are complete, and supporting material provided, prior to the application deadline.
6. Ensures applicants satisfy criteria.
7. Prepares binders for the Grant Review Committee to review each application.
8. Sets meetings for the Grant Review Committee to review all eligible applications and provides the Committee with the Evaluation Criteria Rating sheet.

Grant Review Committee

9. Reviews all applications and may request oral presentations from applicants.
10. Evaluates and provides recommendation(s) via motion to Council.

Program Manager

11. Prepares Memorandum to Committee with the Grant Review Committee Motion of Recommendation to the appropriate standing Committee of Council.

Council

12. Approves or makes recommendations to Administration for appropriate follow-up.

Director of Community Services

13. Directs Program Manager to proceed with recommendations from Council in regards to the actions that were adopted.

Program Manager

14. Advises the Grant Review Committee of Council's decision on recommendations.
15. Notifies all applicants and prepares the Contribution Agreements for successful organizations.

Organizations

16. Signs and returns the Contribution Agreement to the Community Services Department for processing.

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17. Submits a final report by December 15 of the year the grant was awarded, or within 60 (sixty) days of the program or project's end.

Program Manager

18. Verifies Contribution Agreements are signed by both parties. Ensures all applicable documents are attached with the agreement.

19. Ensures organizations submit final reports and meet contractual obligations as stated in the Contribution Agreement.

Prepared: May 1, 2015; BKK/an

DOC #425231-v2

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Issued:

Approved:

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Revised:

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Approved: