



City of Victoria Neighbourhood Development Program Base Grant Guidelines

The Neighbourhood Development Base Grant contributes to the implementation of the **Neighbourhood Development Policy**. This funding is intended to complement what may already be in place in the neighbourhoods and support needs and potentials not met through Community Recreation funding. It is available for the Council recognized neighbourhood and community associations that are geographically based in Victoria and meet the eligibility criteria. The intention of the Base Grants is to: enhance the organizational, communication, visibility, operational capacity and effectiveness of community associations; resulting in more consistent outreach to the community at large.

Neighbourhood Development Base Grant (now includes Celebrations)

Base Grant – The need for the following four requirements are recognized through the Neighbourhood Development Base Grant, which will make annual funding available to all neighbourhoods on a per capita basis. The total base grant is calculated at \$.623/capita. (\$.553 base/\$.07 celebration). The funding has been increased to reflect the 2006 census data.

Each identified neighbourhood must be assured of ongoing access and activities related to:

- a “neighbourhood space” or meeting place;
- Some form of local coordination of activities; and
- Appropriate means of communication with its members; (i.e. newsletters)
- Neighbourhood special events or celebrations

A neighbourhood celebration is defined as:

A neighbourhood or community event occurring primarily outside and in public space organized for the purpose of developing, building and celebrating community arts and culture. These events can mark a holiday, seasonal or neighbourhood special day or other noteworthy event, and are sponsored and organized by a non-profit society and occur in the City of Victoria.

I. BASE GRANT GENERAL REQUIREMENTS

- A. Only one application from each identified neighbourhood for the Neighbourhood Development Base Grant will be considered in each City budget year.

- B. In areas of the City where overlapping or gaps in jurisdiction exist, the concerned neighbourhood associations and/or organizations will determine allocation of the Base Grant between themselves.
- C. Calculation of per capita Base Grant has been determined using population information derived from and adjusted to correspond to Federal Census figures.
- D. The amount of funding per capita for the Base Grant will be determined by Council, in consultation with City staff.
- E. Applications for the Base Grant shall be from a neighbourhood based non-profit association duly constituted and registered under the B.C. Societies Act, the membership in which is open to all residents in the neighbourhood.
- F. The application for this funding shall indicate, in addition to its adherence to the **Neighbourhood Development Policy**, the following information:
 - 1) How this funding will be allocated to “neighbourhood space” access, local coordination of activities, member and community communication & neighbourhood celebrations and special events.

II. BASE GRANT APPLICATIONS

A. Eligibility

- 1) Applications will be from one neighbourhood based non-profit Association in each identified neighbourhood. One organization can serve as the umbrella for the Base Grant, and distribute funds to the other non-profit organizations that serve other functions in their neighbourhoods. The applicant Association must include evidence that their application incorporates the interests of all other organizations in that neighbourhood that are involved in the process of neighbourhood development, as described by the **Policy**. (e.g. include letters of partnership/support).
- 2) The application shall include a copy of the Association’s current non-profit status. For the purposes of the Base Grant, a community association is defined as: *“a group of people organized as a non-profit society for the purpose of considering and acting on any of a broad range of issues affecting the liveability and quality of their neighbourhoods.”*

B. Criteria

In order to receive official status and Base Grant funding these basic requirements must be met:

- Membership – the association must be open to any person who lives, rents, or owns property or operates a business within the recognized boundaries of the neighbourhood.
- Boundaries – the organization must adhere to the local area planning department boundaries.
- Non-Discrimination – the organization must not discriminate against individuals or groups on the basis of race, colour, sex, sexual orientation, age, disability, national origin, income or political affiliation.
- Membership Dues – may be collected on a voluntary basis only.
- Bylaws – maintain and file on an annual basis with BC's Society Act, a copy of the society's bylaws including any changes, and include a copy to the Recreation & Community Development Division.
- Meeting Requirements – must be included in bylaws; must meet a minimum of four times per year, with a full quorum. These meetings must be democratic, open to anyone in the neighbourhood.
- Public Meetings – minutes of meetings be recorded and made public, votes recorded, and dissenting views summarized in any recommendation to the City.
- Annual Report – presented at the Annual General Meeting (AGM), including financial statements and by-law changes. AGM Minutes, reports to membership and a summary of Annual Achievements to be sent to Recreation & Community Development Division and registered with Society Act.
- Communication – Regular communication with the neighbourhood, through newsletters, etc. Outreach to PAC's, High Schools, etc. would ensure more participation.

In addition to being eligible for Base Grants, upon meeting the above requirements, the association would be placed on the Community Association Contact List, maintained by the Recreation & Community Development Division, which lists names, addresses, phone numbers and email contacts of the designated contact person. This list is widely distributed to the public.

III. THE APPLICATION PROCESS (Please see application form)

1. Applications for the Base Grant shall be submitted by the posted deadline on the application form (**May 1 annually**). Attachments to the application shall include all required documentation.
- 2) Staff will review all applications for Base Grants, and ensure the applications' congruence with the Neighbourhood Development Policy and to make funding recommendations to Council.