



Finance  
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Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

# Strategic Plan Grant Application Checklist

## Please Note:

1. Organizations can submit more than one application **only** if applying on behalf of a neighbourhood group that is not a registered not-for-profit.
2. All projects or programs that are considered a festival are not eligible through the Strategic Plan Grants and must apply through the [Festival Investment Grants](#).
3. All projects or programs that impact public space are not eligible through the Strategic Plan Grants and must apply through the My Great Neighbourhood Grants.

## SECTION 1. STRATEGIC PLAN GRANT APPLICATION

New as of 2018: Character limits are in place and any words beyond that limit will not be taken into consideration. **No supplementary documentation (e.g. letters of recommendation, annual reports etc.) will be reviewed unless specifically required to complete the application.**

- Strategic Plan Grant Application form complete and signed
- Eligibility Documentation attached
  - Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered
  - Financial Statements – Organization’s latest annual financial statements
- Organization funding sources and uses complete
- Project or program is based in the City of Victoria or portion of the activity takes place in the City of Victoria
- Project or program key objectives and measurement of success complete
- Project or program information aligns with the Assessment Criteria
- Project or program information aligns with or supports the weighted Strategic Plan Objectives
- Project or program amount requested complete
- Detailed breakdown of all budget expenses and funding sources complete
- Project or program timeline within July 1 to the following June 30
- Project or program timeline and major milestones complete
- If your organization received funding in the prior year; the Final Report is complete (see below)

## SECTION 2. STRATEGIC PLAN GRANT FINAL REPORT

For organizations that were awarded grants in the prior year, a final report must be completed to be considered for new funding.

- Strategic Plan Grant Final Report complete and signed
- Documentation acknowledging the City of Victoria’s funding support attached
- Project or program key objectives and their measure of success complete
- Project or program impact complete
- Detailed breakdown of the final expenses and funding sources complete

## SECTION 3. SUBMISSION

**Submit Application Package: Checklist, Application, Eligibility Documentation and Final Report**

- Email: [grants@victoria.ca](mailto:grants@victoria.ca)
- Mail: Attention: Jennifer Lockhart, Finance Department, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6
- In person: Public Service Counter, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6

## SECTION 4. CONTACT INFORMATION

### Grant Support

- Questions: [grants@victoria.ca](mailto:grants@victoria.ca) or Jennifer Lockhart at 250.361.0396