



Sponsoring a My Great Neighbourhood Grant

Sponsorship of a grant application is required by provincial legislation when the applicant is not a registered non-profit society in the province of BC. It is intended to ensure that there is a level of accountability for funds issued by the City of Victoria for grant projects which may be led by informal groups of residents or businesses. Sponsors have two small but important parts to play.

For the Application

- Provide their Society number and contact information on the application
- Understand and support the project application
- Verify you have adequate insurance coverage for the lifetime of the project (we suggest calling your insurance provider and telling them about the proposal and ask if you need additional insurance or a rider on your insurance certificate). If there is a cost, this can be covered within the administration fee in the budget
- An administration fee of up to 15% of the items funded by the grant may be charged by the sponsor in the project budget
- Provide a letter of support for the application
- Co-sign the application

For a Successful Grant

- Co-sign the Letter of Agreement from the City
- Receive the grant cheque on behalf of the project applicant and allocate the funds to them. Some sponsors choose to provide all funding immediately, others distribute funds in increments based on completion of phases or by refund, based on receipts provided. You are welcome to set up whatever tracking system you wish, based on your preferences or requirements
- Ensure the project is completed as planned and a final report is filed with the City. This final report should also be kept in your own files as part of your bookkeeping practice

Issues rarely arise with project sponsors, however, if sponsors have concerns with a project relating to any of the above, they can contact the neighbourhood liaison listed on the Letter of Agreement to resolve any issues or questions.