



Finance  
1 Centennial Square  
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. Organizations can be awarded up to a maximum of three consecutive grants for the same purpose.
3. 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](#).
4. 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 for 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: Peter Paine, Finance Department, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6
- In person: Purchasing, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6

## SECTION 4. CONTACT INFORMATION

### Grant Support

- Questions: [grants@victoria.ca](mailto:grants@victoria.ca) or Peter Paine at 250.361.0245