



# COUNCIL POLICY

DRAFT AUGUST 2024

**POLICY NAME:** Multiyear Funding Grants (Standing Grants and Limited Duration Operating Grants)

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**CATEGORY:** CITY GOVERNMENT AND INFRASTRUCTURE

**APPROVED BY COUNCIL:** YYYY/MM/DD

**DEPARTMENT RESPONSIBLE:** Civic Facilities & Events

## 1. PURPOSE

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The purpose of this policy is to establish a transparent and consistent approach to managing existing and new requests for multiyear funding grants.

Multiyear funding grants support organizations in advancing the City of Prince George's vision, mission, and strategic priorities, including:

- city government and infrastructure,
- economic diversity and growth,
- social health and well-being, and
- environmental stewardship and climate action.

The implementation of this policy includes an oversight role for Council. Through *[the Standing Committee on Finance and Audit / Committee of the Whole]*, multiyear funding requests will be received, reviewed and recommended. All final funding and agreement approvals are provided by Council.

## 2. POLICY STATEMENTS

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1. This policy includes a governance role for Council, however there is no obligation on the part of Council to commit to multiyear funding.
2. A multiyear funding grant provides on-going financial support (up to 4 years for existing agreement/standing grants and up to 2 years for new agreements/limited duration grants) to a not-for-profit organization that has demonstrated sustainable and diverse financial resources and has established a successful long-term service to the community. It covers operational costs or regular programs, offering stable and consistent funding compared to one-time grants.
3. The organization must be a registered society or charity. (Evidence obtained through the Canada Revenue Agency or BC Registry Services, of its good standing as a registered society or charity).
4. The City utilizes multiyear funding as a cost-effective strategy to enhance municipal services or support the provision of quality-of-life programs and services for residents. Unlike one-time

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grants (such as a myPG grant), it offers consistent funding over a determined timeframe. This type of grant is often used to support long-term projects, cover operational costs, or fund regular programs/services, giving recipients (not-for-profit organizations) stability and predictability.

5. Existing/standing grants will be considered according to the process outlined in this policy and the Administrative Procedure.
6. New multiyear funding requests will be considered through the limited duration operating grant process (a grant stream offered through the Community Grants Program).
7. The level of available funding for multiyear funding will be accounted for in the annual operating budget process and is subject to approval by Council.

### 3. POLICY ADMINISTRATION

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#### MULTIYEAR FUNDING PROCESS

##### STREAM A: Existing Agreements/Standing Grants

###### 1. Reporting

- Reporting responsibilities will be outlined in the funding agreement.
- The organization will be expected to deliver a report and/or presentation to Council.
- Includes option to request additional funding
- The organization should acknowledge on a regular and consistent basis, the financial contribution from the City of Prince George.

###### 2. Review and Decision Making

- The *[Standing Committee on Finance and Audit / Committee of the Whole]* completes a review of reporting, submitted by the organization. Organizations may be able to utilize reporting formats provided to other Funders (such as provincial or federal reporting templates) to fulfill City reporting. Other considerations may include:
  - Community impact and alignment with Council's strategic priorities
  - Budget efficiency and value for investment
  - Adherence with grant funding objectives, and other considerations in the funding agreement

###### 3. Approval

- Council will receive a summary report from the *[Standing Committee on Finance and Audit / Committee of the Whole]* and provide final approval, including the recommended funding for the duration of the multiyear funding service agreement term.

###### 4. Implementation and Follow-Up

- Administration will complete and implement the multiyear funding agreements for the designated term.

## **STREAM B: New Applicants – Limited Duration Operating Grants**

### **1. Apply**

- Applicants submit a grant application. New applications will be managed through the Limited Duration Operating Grant, a grant stream included in the Community Grants Program.
- Detailed guidelines on how to apply, including eligibility criteria, required documentation, and assessment criteria will be provided as part of the community grants program available on the city grants webpage.

### **2. Preliminary Screening**

- Administration will review applications for completeness (alignment with Council's strategic priorities, community impact and adherence with funding objectives, eligibility criteria and other considerations.)
- Administration will provide a summary of proposed recommendations for adjudication to the *Standing Committee on Finance and Audit / Committee of the Whole*

### **3. Review and Decision Making**

- A summary of the proposed recommendations will be presented to the *Standing Committee on Finance and Audit / Committee of the Whole* for their review. Administration will arrange for presentations to the *Standing Committee on Finance and Audit / Committee of the Whole* by applicants as necessary.

### **4. Approval**

- Council will receive a summary report from the *Standing Committee on Finance and Audit / Committee of the Whole* and provide final approval for all applications, including confirming the recommended funding for the duration of the agreement term.

### **5. Implementation and Follow-Up**

- Administration will complete and implement the multiyear funding agreements for the designated term.

### **6. Reporting**

- Throughout the grant term, community organizations will complete reporting requirements included in the funding agreement. Additionally, they may be requested to deliver annual presentations to Council.
- The organization should acknowledge on a regular and consistent basis, the financial contribution from the City of Prince George.

## **DURATION OF MULTIYEAR FUNDING**

- Standing grants may be up to a maximum of 4 years, subject to annual reporting and renewal.
- Limited duration operating grants may be up to a maximum of 2 years, subject to annual reporting and renewal.

## **ROLES AND RESPONSIBILITIES**

Specific roles of Council and City Administration include the following:

- **Council Members**
  - a) Review reporting and applications and provide final approval on all funding agreements and amounts.
  - b) As per the Sustainable Finance Policy, identify the level of funding to support multiyear funding agreements through the City's annual budget process.
  - c) Review the multiyear funding grant process to provide input (which may result in amendments to the Council Policy and consequential amendments to the Administrative Procedure).
  
- **City Administration**
  - a) The Director of Civic Facilities & Events and/or their designate is authorized to administer and/or manage the grant process, and to develop, establish, implement, and maintain the grant guidelines including any amendments.
  - b) The City Manager is authorized to approve Administrative Procedures to support this Council Policy.
  - c) Ensures multiyear funding agreements are established within a timely manner to provide for uninterrupted delivery of services.
  - d) Supports Council via *Standing Committee on Finance and Audit / Committee of the Whole* with any necessary pre-work (review all applications for completeness and adherence with funding objectives, eligibility criteria and other considerations such as alignment with Council's strategic priorities and community impact etc.)
  - e) Prepares and provide a summary of the proposed recommendations to the *Standing Committee on Finance and Audit / Committee of the Whole* and arranges for presentations to the *Standing Committee on Finance and Audit / Committee of the Whole* by applicants as necessary.
  - f) Provides Council with an annual update on the multiyear funding grant process.

#### CONDITIONS OF FUNDING

- Funds must be used for the purpose for which they were approved. If the originally intended purpose cannot be carried out, applicants should contact the City as soon as possible to inform of the situation and discuss options.
- Mismanagement of grant funds may require the organization to return the funds and may lead to ineligibility for future multiyear grants, at the City's discretion.

#### GRANT COMMUNICATIONS

- Information on the Community Grants Program, including options for multiyear funding, will be provided via the City grants webpage.
- All inquiries related to City grants can be sent to [communitygrants@princegeorge.ca](mailto:communitygrants@princegeorge.ca)

#### POLICY REVIEW AND AMENDMENTS

- This policy will be reviewed annually by the *Standing Committee on Finance and Audit / Committee of the Whole* and amendments approved by Council as necessary to reflect continuous improvement.