

Date: October 22, 2024

To: Mayor and Council.

Name and title: Andy Beesley, Director of Civic Facilities & Events

Subject: City of Prince George 2025 Community Grants Program

Attachment(s):

1. Slides presentation - City of Prince George 2025 Community Grants Program
2. myPG Community Grant Spring 2025 Application Form

#### Recommendation(s):

That Council RECEIVES FOR INFORMATION the report dated October 22, 2024, from the Director of Civic Facilities and Events, titled “City of Prince George 2025 Community Grants Program”.

#### Purpose:

The City of Prince George wants to ensure that its grants program effectively supports the needs of Not-for-Profit (NFP) organizations that provide various programs, services, and events. Administration has been completing an ongoing review to update the City’s grants program, with the goal of enhancing processes, increasing efficiencies, and addressing the evolving needs of the community. This report provides Council with an overview of the various grants included in the 2025 Community Grants Program and outlines implementation details for January 2025.

#### Background:

In March 2024, Council received a report with options for the future of City grants and chose Option A, which includes a phased budget enhancement to the Community Grants Program over three years, starting January 2025, along with new grant streams to better serve the Not-for-Profit sector.

In June 2024, a survey was conducted with the Not-for-Profit sector to inform the design of new City grants and address the evolving needs of Not-for-Profits in Prince George. 104 respondents shared insights on grant stream priorities, criteria and eligibility, suggestions for ensuring equitable access to the limited-duration operating grant, as well as training and capacity-building ideas. Additionally, on September 13, 2024, a session with eleven representatives from various Not-for-Profits provided further insights for improving City grants. This feedback has shaped the Community Grants Program.

#### City Grants Program - Key Features

2025 Grant	Budget Amount (2025)	Key Features
myPG (Project-Based) Grant	\$233,148	<ul style="list-style-type: none"> <li>Flexibility: No requirement for <i>new or enhanced</i> projects.</li> <li>15% administrative fee is eligible (up to 15% of total budget).</li> <li>Minor capital expenses are now allowed.</li> <li>Eligible expenses for coordinating fundraisers as community projects.</li> </ul>
Limited Duration Operating Grant	\$131,576	<ul style="list-style-type: none"> <li>Financial support for overall operating costs, not tied to specific projects.</li> <li>Up to 30% of the operating budget, maximum \$30,000.</li> <li>Considerations include application volume and total budget available.</li> </ul>
Quick Response (Micro) Grant	\$20,000	<ul style="list-style-type: none"> <li>Support for smaller projects or those with short timelines, ideal for new applicants.</li> <li>Applications are first-come, first-served, assessed throughout the year.</li> <li>Limit: One grant per applicant per year.</li> </ul>
Capacity Building & Training Grant (specifically for Not-for-Profit organizations)	\$6,000	<ul style="list-style-type: none"> <li>Enhances skills and knowledge of NFP members for community benefit.</li> <li>First-come, first-served until budget is depleted.</li> <li>Typically, under \$1,500; only NFPs may apply.</li> <li>Limit: One grant per applicant per year.</li> </ul>
City Contribution to Community Funder Pooled Grant	\$5,000	<ul style="list-style-type: none"> <li>Supports registered Not-for-Profits in addressing emerging community needs.</li> <li>Application and allocation details to be determined with community funders (Funders Collaboration).</li> </ul>
<b>Total Community Grants Program Budget</b>	<b>\$395,724</b>	

**Note 1:** Each grant stream includes a budget allocation, criteria and eligibility, application/reporting requirements, and an adjudication process, available on the city's grants webpage.

**Note 2:** The Celebrate PG grant will continue in its current form for 2024/2025. Beginning January 2026, its budget (\$30,000) will merge with the myPG project grant budget, becoming part of the Community Grants Program. Eligible Not-for-Profits can apply through the myPG grant stream, as the criteria and eligibility are aligned. The key change is that applications will be accepted twice a year (in Spring and Fall) instead of once, providing applicants with greater flexibility for their events.

**Note 3:** Sport PG, which received positive feedback during the initial Phase 1 review of the Grants Review Process, will be incorporated into the Community Grants Program but will remain unchanged. Eligible Not-for-Profits can continue to apply following the existing eligibility criteria and guidelines available on the City grants webpage.

### Grants Adjudication Overview

The budget for each grant stream and maximum allocations will determine the application detail and the level of adjudication and reporting required.

GRANT maximum amount allocated	Adjudication	Additional Information
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<b>myPG (project based) Grant</b> Up to \$10,000	Grants Adjudication Team (Spring and Fall intake)	Team composition: <ul style="list-style-type: none"> <li>• <b>Internal Staff:</b> 1-2 members from various Divisions</li> <li>• <b>Funders Collaboration:</b> 2-4 members selected through a call for participants each cycle.</li> <li>• <b>Not-for-Profit Sector</b> Representatives: 2-4 members chosen through an application process.</li> <li>• Community Grants staff facilitate adjudication and logistics (non-voting).</li> </ul> Other Features: <ul style="list-style-type: none"> <li>• <b>Rotation of Adjudicators:</b> Regular rotation to ensure fresh perspectives and objectivity.</li> <li>• <b>Code of Conduct:</b> Team members must sign a Code of Conduct.</li> <li>• <b>Evaluation Criteria:</b> A scoring matrix will be utilized (and available to applicants on the grants webpage).</li> <li>• <b>Reporting:</b> An information report on funding allocations will be provided to Council.</li> </ul>
<b>Limited Duration Operating Grant</b> (for up to 2 years) Up to 30%/max of \$30,000 (paid annually, upon reporting and renewal)	Committee of the Whole, as per Council Policy on Multiyear Funding Grants (Limited Duration Operating Grant - Stream B)	<ul style="list-style-type: none"> <li>• Final Approval by Council</li> </ul>
Quick Response (Micro) Grant Up to \$2500	Administration - according to the grant eligibility and criteria guidelines	<ul style="list-style-type: none"> <li>• Information report on funding allocations provided to Council</li> </ul>
Capacity Building & Training for organizations Up to \$1500	Administration - according to the grant eligibility and criteria guidelines	<ul style="list-style-type: none"> <li>• Information report on funding allocations provided to Council</li> </ul>

**Next Steps and Ongoing Improvements**

The Community Grants Program will launch in January 2025. All information on various grants streams will be on the grants webpage, shared through the *Community Grants Updates* subscription channel, and via other city communication channels to promote the grants program.

To ensure the grants effectively support Not-for-Profits, ongoing engagement and regular feedback collection will be completed. Feedback will be gathered from grant applicants through an annual survey, as well as from Evaluators on the Grants Adjudication Team and the Committee of the Whole. Council will be notified of any changes to the Community Grants Program, including adjustments to grant stream budgets. Additionally, all updates will be communicated to grant seekers ahead of upcoming intake cycles.

**Strategic Priorities:**

The 2023-2026 Corporate Work Plan includes a review of City grant processes. The Community Grants Program aligns with the 2023-2026 Strategic Plan's priority of enhancing processes and practices to ensure effective and efficient service delivery within City Government and Infrastructure.

**Summary and conclusion:**

This report overviews the Community Grants Program for implementation in January 2025.

Respectfully submitted:

Andy Beesley, Director of Civic Events & Facilities

Prepared by Sarah Brown, Supervisor Civic Initiatives & Partnerships

Approved:

Walter Babicz, City Manager

Meeting date: [2024/11/18]