

REC

Date: February 18, 2025

To: **Committee of the Whole**

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

Subject: Limited Duration Operating Grant Applications Recommendations Summary 2025

Attachment(s):

1. Multiyear Funding Grants Policy
2. Limited Duration Operating Grant Guidelines
3. Summary Report 2025 Limited Duration Operating Grant Applications
4. Limited Duration Operating Grant 2025 Application
5. Limited Duration Operating Grant Scoring Matrix
6. COTW Limited Duration Operating Grant 2025 Slides

Recommendation(s):

That the Committee of the Whole RECOMMENDS that Council considers the 2025 limited duration operating grant funding allocations in the amount of \$131,576 as outlined in the report dated February 18, 2025, from the Director of Civic Facilities and Events, titled "Limited Duration Operating Grant Applications Recommendations Summary 2025".

Purpose:

This report, along with the attached Summary Report, provides the Committee of the Whole with an overview of the applications received during the 2025 annual intake of the Limited Duration Operating Grant. It also presents proposed funding allocation recommendations for the Committee's consideration and recommendation to Council.

Background:

In October 2024, Council approved the Multiyear Funding Grants Policy. The City utilizes multiyear grants as a cost-effective strategy to enhance municipal services or support quality-of-life programs and services for residents. The limited duration operating grant included in the Policy provides financial support for up to 2 years to not-for-profit organizations that demonstrate sustainable and diverse financial resources and a successful, long-term service to the community. This grant covers operational costs or regular programs, offering stable funding compared to one-time grants like the myPG Community grant, making it ideal for sustaining operations and programs/services. As per the Multiyear Funding policy, new applications are reviewed through the two-year limited-duration operating grant process. The approved 2025 budget for these grants is \$131,576.

Discussion:

By the grant deadline (January 31, 2025), the City received 36 applications. Nine did not meet the eligibility requirements and were excluded from further review, leaving 27 applications requesting a total of \$664,734.42 in funding. The City utilized its online grants management software, to manage the

intake process. An interdepartmental working group comprised of 6 staff reviewed the applications based on the grant criteria and eligibility, using a scoring matrix (attached) to assess:

- Alignment of programs and services with grant criteria, target audiences, and service demand trends;
- Clear explanation of how the organization addresses a community need, adapts to challenges, and its community partnerships;
- Financial details, revenue trends, financial transparency, sustainability planning, and other confirmed funding including diversity of funding sources;
- Clear explanation on the funding need, challenges, future plans, and metrics for monitoring and evaluation.

The Limited Duration Operating grant was \$533,158.42 oversubscribed, with requests far exceeding the available budget. While many strong applications were received, the City is unable to fund all applicants. Several key reasons applications were not selected for funding in the 2025 intake include:

- Lack of clarity on how the requested funding would directly support or enhance service or program delivery specifically for the benefit of Prince George residents;
- Did not strongly demonstrate the need for the funding;
- Insufficient details on how the grant funding would be used to achieve future plans;
- Attached financials that indicated while the grant would be beneficial, it was not essential for the continuation of operations and the grant would not have a significant impact on the organization's future plans;
- Duplication of existing services, or lack of distinction from other community initiatives; and
- Lack of measurable outcomes or specific metrics to track success and impact.

The following proposed funding allocations are presented to the Committee of the Whole for their adjudication. Under the multiyear policy (limited-duration operating grant stream), funding allocations are provided for a two-year term to all applicants.

Limited Duration Operating Grant 2025 Funding Proposed Allocations			
The following organizations submitted funding requests for the 2025 Limited Duration Operating Grant and are recommended for funding.			
Applicant Name	Amount requested	Amount Proposed Year 1 (2025)	Amount Proposed Year 2 (2026 city grants budget)
Arts & Culture			
1. Alban Classical Artists Society	\$5,000	\$5,000	\$5,000
2. The Exploration Place	\$30,000	\$10,000	\$10,000
3. Omineca Arts Centre	\$30,000	\$10,000	\$10,000
4. Prince George Conservatory of Music	\$7,500	\$7,500	\$7,500
5. Prince George & District Music Festival	\$10,833	\$7,076	\$7,076
6. Trinity United Church - Knox Performance Centre	\$30,000	\$10,000	\$10,000
Arts & Culture Total	\$113,333	\$49,576	\$49,576
Social			
7. Big Brothers Big Sisters of Northern BC	\$30,000	\$10,000	\$10,000
8. Carney Hill Neighborhood Centre Society	\$30,000	\$20,000	\$20,000
9. Northern Community Counselling Centre Society	\$30,000	\$15,000	\$15,000

10. Prince George & District Senior Citizens Activity Center Society	\$28,900	\$10,000	\$10,000
Social Total	\$118,900	\$55,000	\$55,000
Recreation			
11. Engage Sport North	\$30,000	\$5,000	\$5,000
12. Hart Highlands Winter Club	\$30,000	\$10,000	\$10,000
Recreation Total	\$60,000	\$15,000	\$15,000
Events			
13. Prince George Agricultural and Historical Association	\$30,000	\$5,000	\$5,000
Events Total	\$30,000	\$5,000	\$5,000
Environment			
14. Prince George Recycling & Environmental Action Planning Society	\$17,000	\$7,000	\$7,000
Environment Total	\$17,000	\$7,000	\$7,000
Grand Total	Requested	Year 1	Year 2
	\$339,233	\$131,576	\$131,576

Limited Duration Operating Grant – 2025 Funding Requests Not Recommended for Funding

The following organizations submitted funding requests for the 2025 Limited Duration Operating Grant but are **not recommended for funding**:

1. PRINCE GEORGE Tapestry Singers – \$16,200.00
2. The Prince George Sexual Assault Centre – \$30,000.00
3. Northern Women's Centre – \$10,000.00
4. Mennonite Central Committee British Columbia – \$30,000.00
5. Prince George Figure Skating Club – \$29,301.42
6. Canadian Mental Health Association of Northern BC – \$30,000.00
7. Aboriginal Housing Society of Prince George – \$30,000.00
8. Pacific Autism Family Network - Prince George Spoke – \$30,000.00
9. The POUNDS Project Society – \$30,000.00
10. Method Dance Society – \$20,000.00
11. Prince George Minor Hockey – \$30,000.00
12. British Columbia Schizophrenia Society Prince George Branch – \$10,000.00
13. All-Stages Education Foundation – \$30,000.00

Total Requested but not recommended: \$325,501.42

Strategic Priorities:

The Community Grants Program, including the limited duration operating grant stream, aligns with the 2023-2026 Strategic Plan's priority of social health and well-being by ensuring effective and efficient delivery of diverse community programs, activities and services.

Summary and conclusion:

This report summarizes the applications received for the 2025 intake of the limited duration operating grant. Administration suggests that the Committee of the Whole bring forth a recommendation to Council for approval of the 2025 limited duration operating grant funding allocations (as detailed in the above table) in the amount of \$131,576 to fourteen organizations under this grant funding stream.

Respectfully submitted:

Andy Beesley, Director of Civic Events & Facilities

Prepared by Sarah Brown, Supervisor of Civic Initiatives & Partnerships

Approved:

Walter Babicz, City Manager

Meeting date: 2025/03/05



COUNCIL POLICY

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

CATEGORY: CITY GOVERNMENT AND INFRASTRUCTURE
APPROVED BY COUNCIL: October 7, 2024
DEPARTMENT RESPONSIBLE: Civic Facilities & Events

1. PURPOSE

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 *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

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 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

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 *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 *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 *Committee of the Whole*

3. Review and Decision Making

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

4. Approval

- Council will receive a summary report from the *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.
- Organizations may reapply for both standing grants and limited duration operating grants at the expiry of the current term.

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 *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 *Committee of the Whole* and arranges for presentations to the *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

POLICY REVIEW AND AMENDMENTS

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

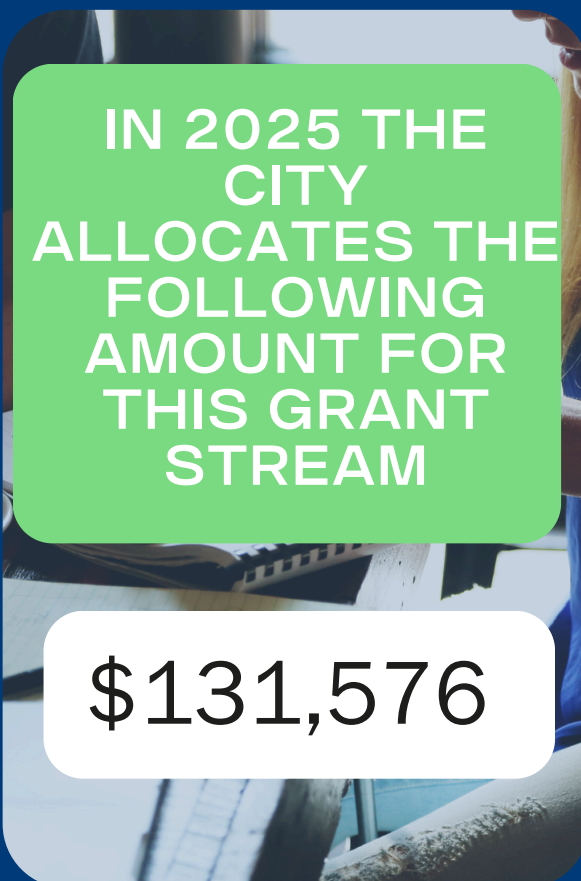
LIMITED DURATION 2 YEAR OPERATING GRANT GUIDELINES 2025

OBJECTIVE:

Objective: to provide funding for up to 2 years to registered not-for profits towards overall operating costs and are not designated for any specific project or activity. Applications are accepted once per year with a due date of January 31st at 4:30 pm. Allocations are up to 30% of the organizations overall operating budget up to max of \$30,000.

APPLY FOR

Up to 30% of operating budget, max \$30,000



GRANT CRITERIA

The organization's mandate and services should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- Fostering community pride
- Promoting health and wellness
- Strengthening social connections among residents
- Encouraging participation in arts and culture
- Advancing equity, diversity, inclusion, and accessibility
- Encouraging environmental sustainability & stewardship
- Ensuring a safe, healthy and clean community for all

ELIGIBILITY REQ.

- In order to qualify for this grant applicants must have previously received funding from another City grant (within the last 5 years) and completed all reporting.
- Applicants who have previously received funding from this grant stream are welcome to re-apply. However, priority will be given to new applicants who have not received funding through this stream before.
- The applicant must be a registered not-for-profit society.
- Must have been in operation for at least two years.
- Must operate within Prince George for the benefit of residents.
- Services provided by the not-for-profit organization must align with grant criteria
- Must demonstrate a need for the requested funding.
- Must provide other sources of confirmed funding.

NOT ELIGIBLE

- Payment of City Property Taxes
- Payment of debt
- Major capital purchases(e.g. land acquisition, buildings, vehicle purchases etc.)

FUNDING CONSIDERATIONS

Adjudication reviews applications using a scoring matrix based on overall alignment with the grant criteria and eligibility requirements. Additional considerations may include:

- Number of applications received.
- Total amount requested from all applicants.
- Budget available to allocate to all applications.

APPLICATION & REPORTING

Apply through the City Website (available 1 month before grant deadline)

Application Includes:

- Information about your organization (mandate, description of services, number of staff etc.)
- Recent statement of financials (including balance sheet and statement of revenues & expenditures
- Other sources of confirmed funding/revenue
- Confirmation document of registered Society Status
- Information on how your organization meets a community need (aligned with the grant criteria)
- Information on need for funding
- Information about the population served

Detailed reporting including:

- Annual evaluation report
- Statement of financials
- May include request to present to Council

ADJUDICATION

Annual Grant Intake

- Intake Deadline: January 31st at 4:30pm
- Turnaround Time: 6-8 weeks
- Adjudication Team Composition:
 - Committee of the Whole (COTW)
 - Supported by administration (1-2 as non-voting members)

LIMITED DURATION OPERATING GRANT 2025

BU 122101 (Community Grants BU)

WO 113993 GC 7790

CC 7790

ORG NAME	Years of Operation	Mission Statement	CATEGORY	Strategic Plan	# of staff	# of volunteers	Programs/Service Overview	Target Audience	Increase/Decrease in demand for services in the past 5 years	Community Partnerships	Other Confirmed Funding	Funding levels (revenues) Excess/Deficit/Any gaps in last 5 years	Largest allocation in budget category	Amount Requested	Amount Proposed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
Carney Hill Neighbourhood Centre Society	30	Carney Hill Neighbourhood Centre is committed to providing multicultural services and social activities to enhance our sense of self, security and community pride.	Social	No (participated in grant only by summer 2022)	12 full time, 6 part time	20-30 occasional volunteers	<table><thead><tr><th>Program Name</th><th>Target Audience</th><th>Number of Participants (Annual)</th><th>Duration/Frequency (weekly, monthly etc.)</th><th>Location/Delivery Method</th></tr></thead><tbody><tr><td>Health Issues</td><td>A: Elderly/young individuals in BC</td><td>800</td><td>A: Daily, ongoing (Monday - Friday)</td><td>A: In-person (at Carney Hill)</td></tr><tr><td>Carney Hill Children's Centre</td><td>A: Children ages 0-12 months to 12 years and their families/relatives</td><td>90</td><td>A: Daily, ongoing (Monday - Friday)</td><td>A: In-person (at Carney Hill)</td></tr><tr><td>Carney Hill Bus</td><td>A: Children ages 0-12 months to 12 years</td><td>40</td><td>A: Daily, ongoing (Monday - Friday)</td><td>A: Transporting to and from home and/or school</td></tr></tbody></table>	Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency (weekly, monthly etc.)	Location/Delivery Method	Health Issues	A: Elderly/young individuals in BC	800	A: Daily, ongoing (Monday - Friday)	A: In-person (at Carney Hill)	Carney Hill Children's Centre	A: Children ages 0-12 months to 12 years and their families/relatives	90	A: Daily, ongoing (Monday - Friday)	A: In-person (at Carney Hill)	Carney Hill Bus	A: Children ages 0-12 months to 12 years	40	A: Daily, ongoing (Monday - Friday)	A: Transporting to and from home and/or school	Our organizations audience is children, families, and individuals, primarily from low-income households. Individuals living with physical or intellectual disabilities, and individuals from equity-deserving communities.	Increase	Yes	Yes	Stable	Facility Costs - \$15,000	\$	30,000.00	\$	20,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Northern Community Counselling Centre Society	15	We are mental health professionals and community members passionate about reducing the barriers to reaching generational supports and counselling services in Prince George and surrounding communities.	Social	YES	2 full time and 3 part time	Between 12 and 20 at any point during the year	<table><thead><tr><th>Program Name</th><th>Target Audience</th><th>Number of Participants (Annual)</th><th>Duration/Frequency (weekly, monthly etc.)</th><th>Location/Delivery Method</th></tr></thead><tbody><tr><td>Individual Counselling</td><td>A: Low-income adults (18+) who experience mental health issues</td><td>122</td><td>A: Ongoing, daily (Mon-Fri)</td><td>A: In-person and online</td></tr><tr><td>Couples Counselling</td><td>A: Low-income adults (18+) who experience mental health issues</td><td>19</td><td>A: Weekly, every Wednesday</td><td>A: In-person</td></tr><tr><td>Adult Individual Counselling</td><td>A: Low-income adults (18+) who experience mental health issues</td><td>71</td><td>A: Ongoing, daily (Mon-Fri)</td><td>A: In-person and online</td></tr><tr><td>Clinical Supervision</td><td>A: Professionals working in mental health in Prince George</td><td>16</td><td>A: Ongoing, daily (Mon-Fri)</td><td>A: In-person and online</td></tr></tbody></table>	Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency (weekly, monthly etc.)	Location/Delivery Method	Individual Counselling	A: Low-income adults (18+) who experience mental health issues	122	A: Ongoing, daily (Mon-Fri)	A: In-person and online	Couples Counselling	A: Low-income adults (18+) who experience mental health issues	19	A: Weekly, every Wednesday	A: In-person	Adult Individual Counselling	A: Low-income adults (18+) who experience mental health issues	71	A: Ongoing, daily (Mon-Fri)	A: In-person and online	Clinical Supervision	A: Professionals working in mental health in Prince George	16	A: Ongoing, daily (Mon-Fri)	A: In-person and online	We serve all adults over 18. Primarily low-income or without resources to address their mental health needs through other community services. Our clients are seeking counselling to deal with depression, substance use, trauma, grief, and more.	Increase	Yes	Yes	Increased	Facility Costs - \$15,000	\$	30,000.00	\$	15,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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The Exploration Place	67 years overall, 37 years as a society	To provide a local lens on our evolving world by fostering discovery and engagement.	Arts and Culture	YES	24 full-time, 6 part-time seasonal	5 regular	<table><thead><tr><th>Program Name</th><th>Target Audience</th><th>Number of Participants (Annual)</th><th>Duration/Frequency (weekly, monthly etc.)</th><th>Location/Delivery Method</th></tr></thead><tbody><tr><td>Arts and Culture Exhibitions</td><td>A: All ages</td><td>10000</td><td>A: Daily</td><td>A: The Exploration Place - In-person</td></tr><tr><td>School Programs</td><td>A: Students K-12</td><td>840</td><td>A: Daily</td><td>A: The Exploration Place - In-person</td></tr><tr><td>For-George History</td><td>A: All ages</td><td>1000</td><td>A: Three weekly in various locations</td><td>A: The Exploration Place - In-person</td></tr><tr><td>Science Alliance</td><td>A: Children ages 4-12</td><td>170</td><td>A: Monthly</td><td>A: The Exploration Place - In-person</td></tr><tr><td>Events and Festivals</td><td>A: All ages</td><td>1000 (variable)</td><td>A: As required throughout the year</td><td>A: Various locations in Prince George</td></tr><tr><td>Early Education</td><td>A: Children ages 3-5</td><td>100</td><td>A: Monthly</td><td>A: The Exploration Place - In-person</td></tr><tr><td>Early Literacy</td><td>A: All ages</td><td>1000</td><td>A: Daily</td><td>A: The Exploration Place - In-person</td></tr><tr><td>Home-School Partnership</td><td>A: Families/teachers/educators</td><td>100</td><td>A: Monthly</td><td>A: The Exploration Place - In-person</td></tr><tr><td>Heritage Museum</td><td>A: All ages, mostly children ages 4-12</td><td>800</td><td>A: Daily</td><td>A: The Exploration Place - In-person</td></tr></tbody></table>	Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency (weekly, monthly etc.)	Location/Delivery Method	Arts and Culture Exhibitions	A: All ages	10000	A: Daily	A: The Exploration Place - In-person	School Programs	A: Students K-12	840	A: Daily	A: The Exploration Place - In-person	For-George History	A: All ages	1000	A: Three weekly in various locations	A: The Exploration Place - In-person	Science Alliance	A: Children ages 4-12	170	A: Monthly	A: The Exploration Place - In-person	Events and Festivals	A: All ages	1000 (variable)	A: As required throughout the year	A: Various locations in Prince George	Early Education	A: Children ages 3-5	100	A: Monthly	A: The Exploration Place - In-person	Early Literacy	A: All ages	1000	A: Daily	A: The Exploration Place - In-person	Home-School Partnership	A: Families/teachers/educators	100	A: Monthly	A: The Exploration Place - In-person	Heritage Museum	A: All ages, mostly children ages 4-12	800	A: Daily	A: The Exploration Place - In-person	We serve people of all ages, from toddlers to seniors, with a primary focus on families with young children.	Decreased	Yes		Decreased	Staff wages & Overall Program Expenses - \$15,000 & \$15,000	\$	30,000.00	\$	10,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Big Brothers Big Sisters of Northern BC	48	Our mission is to enable life-changing mentoring relationships and to ignite the power and potential of young people. We also strive to support the community child care needs by providing quality, safe and fun childcare programs.	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Limited Duration Operating Grant January 2025

City of Prince George

Freedom of Information and Protection of Privacy Act

The information on this form is collected by the City of Prince George for the purposes of processing this application, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact Civic Initiatives and Partnerships at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.

Pre-Screening Questions

How to Download the Application Questions:

To review the application questions before completing your application, follow these steps:

1. Locate the "Question List" button in the top-right corner of the page.
2. Click the button to download a full list of the application questions.

This allows you to prepare your answers ahead of time.

Please note: If you have any questions about the application process, please email communitygrants@princegeorge.ca

Confirm your organization is a Not-for-profit (registered Society or Charity)*

Please note: Limited Duration Operating Grant funding is available only to Not-for-profits and Charities. Individuals and businesses are not eligible to apply.

Choices

Yes
No

Confirm you have been in operation for a minimum of 2 years at time of application*

Please note: To be eligible for this grant you must have been in operation for a minimum of 2 years at time of application.

Choices

Yes

No

Confirm you have received a City grant previously and completed all required reporting*

Please note: To be eligible for this grant, your organization must have successfully completed reporting on a prior grant from the City of Prince George Community Grant Program. If not, please explore other grant opportunities on our City Grants Webpage.

Choices

Yes

No

Confirm your organization operates within the city boundary for the benefit of residents*

Please note: City of Prince George Boundary

Choices

Yes

No

Confirm the programs and services you provide to the community align with grant criteria*

Please note: you may read the eligibility and criteria on the City of Prince George Community Grants Webpage

Choices

Yes

No

Confirm that you have other sources of funding other than the City of Prince George*

Please note: To be eligible for this grant, you must provide a list of your other confirmed funding sources

Choices

Yes

No

Confirm if you are approved for funding, you will not allocate funding towards the below*

- Payment of City Property Taxes
- Payment of Debt
- Major Capital Purchases (e.g. land acquisition, buildings, vehicle purchases etc.)

Choices

Yes

No

Confirm by filling out this application, you agree that the information may be publicly accessible*

Please note: The information provided in your application will be shared with Council and adjudicated during a public meeting

Choices

Yes

No

Confirm City Support History*

Please select all that apply to the best of your knowledge.

Choices

Property Tax Exemption

Low Cost Lease

Celebrate Grant

myPG Community Grant

Sport PG Grant

Council Contingency

Service Agreement

Other

None of the above

If you selected other, please specify

You may skip this question if you did not select other
(max 250 characters)

Character Limit: 250

Ineligible

Based on your responses, you are ineligible to apply for a Limited Duration Operating Grant at this time. If you have any questions, please email communitygrants@princegeorge.ca

Primary Contact Information

Primary Contact Name*

First and Last Name for the primary contact for this application

Character Limit: 250

Primary Contact Email Address*

Please note: this email address will be used to communicate with you regarding your application. Please ensure that it is correct

Character Limit: 250

Primary Contact Phone Number*

Character Limit: 250

Organization Information/Profile

Tips for Answering Questions:

- Read each question thoroughly
- Be concise, specific, and clear
- Use short, understandable sentences and avoid unnecessary details (bullet points are acceptable)
- Ensure that your application is complete

1. Organization Name*

Character Limit: 100

2. Organization Status*

Select your organizations status

Choices

Not-for-profit

Charity

3. Evidence of Registered Society or Charity Status*

Upload documentation showing your BC Society Number or Charitable Registration Number (e.g., BC Society Annual Report)

File Size Limit: 10 MB

4. Years of Operation*

How many years has your organization been operating for?

Character Limit: 250

5. Mission Statement*

Please provide your organization's mission statement
(max 250 characters)

Character Limit: 250

6. Please select one category your organization best fits within*

Choices

Arts and Culture

Community Safety

Environmental

Events
Recreation
Social

7. Strategic Planning*

Does your organization have a strategic plan?

Choices

Yes
No

8. If yes, please briefly summarize key priorities from your Strategic Plan

You may skip this question if you do not have a Strategic Plan
(max 250 characters)

Character Limit: 250

Staff, Volunteers, and Governance

9. Board of Directors*

Does your organization have a formal board of directors?

Choices

Yes
No

10. Networks*

Does your organization have a formal affiliation with a larger provincial or federal network?

Choices

Yes
No

11. If yes, please name

You may skip this question if your organization is not affiliated with any larger networks
(max 250 characters)

Character Limit: 250

12. Staff*

Please select all that apply regarding paid staff

Choices

Full time staff
Part time staff
I do not have paid staff

13. Staff Numbers

How many full-time and part-time staff does your organization employ? Please provide the total numbers. You may skip this question if you do not have any paid staff.

(max 250 characters)

Character Limit: 250

14. Volunteers*

Please select all that apply regarding volunteers.

Choices

Regular Volunteers

Occasional Volunteers

I do not have volunteers

15. Volunteer Numbers

How many volunteers (regular and occasional) does your organization have? Please provide the total numbers. You may skip this question if you do not have any volunteers.

(max 250 characters)

Character Limit: 250

16. Volunteer Management Software (optional question)

Please specify whether or not you use Volunteer Management Software, and if so, please provide the name of the software.

(max 250 characters)

Character Limit: 250

Alignment with Grant Criteria: Programs and Services

17. Programs and Services Overview

Please fill out the table below by listing your organization's key programs and services, target audience, participants, and delivery methods.

Example:

Please see the below example on how to fill out the table

Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency	Location/Delivery Method
<i>Example Program 1</i>	<i>Low-income</i>	<i>300 participants</i>	<i>Ongoing, Annual event</i>	<i>Various locations</i>

Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency	Location/Delivery Method
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individuals and seniors

Program Name	Target Audience	Number of Participants (Annual)	Duration/Frequency (weekly, monthly etc.)	Location/Delivery Method

18. Share Your Success Stories*

Highlight up to three of your greatest successes from the past year **OR** share up to three stories or testimonials that demonstrate the positive impact of your programs/services. This can

include participant feedback, community member experiences, or key observations that demonstrate the outcomes of your organization's work.

Example

Please see the below example format on how you may format your answer to this question (this format is not required)

- *Program/Service Name: [Insert program name]*
- *Story/Feedback: [Describe the situation, participant experience, or feedback received.]*
- *Outcome: [Highlight the positive changes, results, or achievements.]*

Character Limit: 10000

19. Select which of the grant criteria your organizations programs/services best align with*

Select up to 3 that best align

Choices

Fostering community pride
 Promoting health and wellness
 Strengthening social connections among residents
 Encouraging participation in arts and culture
 Advancing equity, diversity, inclusion and accessibility
 Encouraging environmental sustainability and stewardship
 Ensuring a safe, health and clean community for all

20. Alignment with Grant Criteria*

Provide specific examples to demonstrate how your organization's programs and services align with one or more grant criteria:

- Fostering community pride
- Promoting health and wellness
- Strengthening social connections
- Encouraging participation in arts and culture
- Advancing equity, diversity, inclusion, and accessibility
- Encouraging environmental sustainability
- Ensuring a safe, healthy, and clean community for all

For each relevant criterion, describe the activities or outcomes of your programs that contribute to these goals.

Character Limit: 10000

21. Target Audience*

Briefly describe your organization's primary audience. Who do you serve (e.g., age group, demographics, underserved populations)?

(max 250 characters)

Character Limit: 250

22. Have you seen a change in demand for your organization's services in the past 2 years?**Choices**

Increase

Decrease

Stayed the same

23. Please explain any significant changes

Character Limit: 10000

24. Describe how your organization's programs/service adapt*

Please describe how your organization meets community needs and adapts to emerging challenges. For example, if you identify new trends or gaps in services, explain how you adjust your programs and services to stay relevant and effective.

Character Limit: 10000

25. Community Partnerships*

Does your organization partner with other local community groups or nonprofits?

Choices

Yes

No

26. If yes, please name and briefly describe those partnerships

Please provide the names of these organizations and a brief description of your partnerships. For example, you may highlight areas such as shared knowledge, expertise, resources, or the collective impact on the community.

You may skip this question if you did not select yes

Character Limit: 10000

27. How does your organization communicate with its members and the broader community?*

Please check all that apply

Choices

Newsletters

Website

Social Media

Paid advertising campaigns
Phone
Email
Posters
Other

Optional File Upload

Acceptable file types: PDF, Word, Excel. Max file size: 20 MiB.

File Size Limit: 20 MB

Funding and Financial Details

Reminder: The Limited Duration Operating Grant will NOT fund

- Payment of City Property Taxes
- Payment of debt
- Major capital purchases (e.g. land acquisition, buildings, vehicle purchases etc.)

28. Main sources of funding*

Select your top 3 sources of funding

Choices

Donations
Grants
Provincial Government funding
Federal Government funding
Community Gaming Grants
Fundraising events
Membership fees
Merchandise
Other

29. List of other sources of confirmed funding

To be eligible for this grant, your organization must have other sources of confirmed funding.

Please provide a list of these funding sources below.

Bullet point format is acceptable.

Character Limit: 10000

30. If you selected other, please specify

You may skip this question if you did not select other
(max 250 words)

Character Limit: 250

31. Revenue Trends*

Over the last 3 years, has your organization's funding increased, decreased, or remained stable?

Choices

Increased

Decreased

Stable

32. Please explain any significant changes*

Explanation of funding trends and reason for changes

Character Limit: 10000

33. How does your organization ensure financial transparency?*

Do you have any public reports or audits (such as financial statements, meeting minutes, etc.) available for review? Please briefly describe the types of reports and how they can be accessed (e.g., upon request, available on the website, etc.).

Bullet point format is acceptable.

(max 500 characters)

Character Limit: 500

34. Please share your plans/ideas to sustain your organization beyond this grant funding*

Please note: the Limited Duration Operating Grant is not intended to be an ongoing source of funding. Please share your plans or ideas you have to sustain the benefits of this funding beyond the grant term of 2 years.

Character Limit: 10000

35. Total Amount Requested from City of Prince George (CPG)*

Up to 30 % of current year's overall operating budget.

Character Limit: 20

36. Operational Funding Breakdown

While the funding is undesignated, please indicate a general high-level breakdown on where you propose funding will be directed towards using the pre-determined operational expense categories.

Notes for completion:

Budget Category: Find the general category(s) that BEST FITS on where you are planning to allocate the majority of the expenses if approved for Limited Duration Operating Funding. If other, specify in that box both the amount and a brief description.

Amount Requested: The amount you are requesting for each category (this should align with the total grant amount requested).

Budget Category	Amount Requested
Staff wages	
Overall Program Expenses	
Facility Costs (rent, utilities, maintenance etc.)	
Administrative Expenses (office supplies, technology etc.)	
Fundraising Costs	
Professional Services (fees for legal, accounting, consulting, or other professional services.)	
Insurance and Compliance (costs for insurance coverage and maintaining compliance with regulations)	
Capital Expenses (investments in assets such as equipment, or minor facility improvements)	
Travel and Transportation	
Marketing and Outreach	
Other	

37. Statement of Revenues and Expenditures Signed by 2 Directors*

Must be recent and signed by 2 Directors.

Acceptable file types: PDF, Word, Excel. Max file size: 10 MiB.

File Size Limit: 10 MB

38. A Balance Sheet*

May be annual or interim.

Acceptable file types: PDF, Word, Excel. Max file size: 10 MiB.

File Size Limit: 10 MB

Optional File Upload

Acceptable file types: PDF, Word, Excel. Max file size: 20 MiB.

File Size Limit: 20 MB

Need for Funding: Challenges and Future Plans

This section will help adjudication understand the current challenges you face, your future goals, and how this funding will support you in achieving them

39. Challenges and Opportunities*

What are the current challenges your organization is facing? Please describe both internal factors (e.g., staffing, resources) and external factors (e.g., community needs, regulatory changes) that are impacting your operations. Be as specific as possible.

Character Limit: 10000

40. Future Plans*

What are your organization's key goals for the next 1-3 years? Please briefly describe any key planned projects, programs, or initiatives and describe how this funding will help you achieve them.

Character Limit: 10000

41. Metrics and Monitoring*

Please describe how your organization monitors and evaluates its programs and services, including key metrics used to track progress towards goals

Please note: If approved for funding, you will be required to provide specific metrics in the annual evaluation report, comparing your progress to the goals set in this application (question prior).

Why This Is Important:

This helps us assess whether the funds are being used effectively and supports our goal of ensuring that all organizations are advancing the broader objectives of the funding program. It also enables us to track progress and make informed decisions about future funding allocations.

Character Limit: 10000

Confirmation & Signature

By signing below and submitting this application, I confirm that the information provided is accurate to the best of my knowledge. I understand that the submission of this application does not guarantee funding, as the grant process is highly competitive, and demand may exceed the available budget. I acknowledge that adjudication reserves the right to allocate funding in full, in part, or not at all.

E-signature*

Please type your first and last name below.

Character Limit: 250

I give permission to CPG to share my application with other funding sources as appropriate.*

On occasion, the City of Prince George (CPG) is approached by other funders. By selecting yes, you authorize CPG to share your application and contact information with those organizations.

Choices

Yes

No

Suggestions for Improvements (Optional)

Do you have any suggestion on how we can improve the application form?

Character Limit: 250

How to Download Your Completed Application and Check Your Application Status:

Follow these steps to save a copy of your completed application to your computer and monitor your applications progress:

- **Download Your Completed Application:**
 - After completing your application, locate the "Application Packet" button in the top-right corner of the page.
 - Click the button to download your completed application as a PDF for your personal records.

- **Check Your Application Status:**
 - Log back into your account at any time to view the status of your application.
 - Updates on your application will be displayed on your dashboard.

Limited Duration Operating Grant January 2025

City of Prince George

Organization Information

1. Organization Name

Character Limit: 100

35. Total Amount Requested from City of Prince George (CPG)

Character Limit: 20

The objective of the Limited Duration Operating Grant is to provide funding to registered not-for profits towards overall operating costs and are not designated for any specific project or activity. Allocations are up to 30% of the organizations overall operating budget up to max of \$30,000.

Alignment with Grant Criteria: Programs & Services (40%)

Programs and Services Overview*

Only use 0, 3 or 5

0: No or unclear details provided

3: Basic overview with limited detail

5: Clear, engaging, comprehensive, and detailed overview

Scoring Options: 0 - 5

Alignment with Grant Criteria*

Only use 0, 3 or 5

0: No alignment with grant criteria

3: Some alignment with the grant criteria

5: Strong, clear alignment with grant criteria

Scoring Options: 0 - 5

Target Audience & Service Delivery Trends*

Only use 0, 3 or 5

0: Audience not identified or no trends in service demand mentioned.

3: Audience identified, but service demand trends (increase, stable, decrease) are unclear or missing.

5: Audience clearly identified with clear trends in service demand (increase, stable, or

decrease).

Scoring Options: 0 - 5

Community Needs, Adaptation, and Partnerships*

Only use 0, 3 or 5

0: No clear explanation of how the organization meets community needs, adapts to challenges, or forms partnerships.

3: Some mention of community needs, emerging challenges, or partnerships, but with limited detail on how the organization adapts or collaborates.

5: Clear description of how the organization meets community needs, adapts to challenges, and builds partnerships.

Scoring Options: 0 - 5

Funding & Financial Details (30%)

Main Sources of Funding and Other Sources of Confirmed Funding*

Only use 0, 2 or 3

0: No sources

2: Some sources

3: Diverse sources

Scoring Options: 0 - 3

Revenue Trends*

Only use 0, 2 or 3

0: No explanation or unclear explanation of funding trends.

2: Basic explanation of funding trends with limited details.

3: Clear and detailed explanation of funding trends and the reasons for changes.

Scoring Options: 0 - 3

Financial Transparency*

Only use 0, 2 or 3

0: No details on how reports (e.g., meeting minutes, financial statements) are shared.

2: Some reports (e.g., meeting minutes, financial statements) mentioned, but limited details on types or how to access them.

3: Comprehensive details on the types of reports (e.g., meeting minutes, financial statements) and clear instructions on how they can be accessed (e.g., available on the website, upon request, etc.).

Scoring Options: 0 - 3

Sustainability*

Only use 0, 2 or 3

0: No details provided on plans for sustaining the organization.

2: Some details on sustainability plans, but lacks depth or clarity.

3: Clear and comprehensive details on how the organization plans to sustain itself beyond the grant funding.

Scoring Options: 0 - 3

Clarity in Operational Funding Budget Table*

Only use 0, 2 or 3

0: Unclear/incomplete

2: Clear but missing details

3: Clear, comprehensive, complete table

Scoring Options: 0 - 3

Need for Funding: Challenges & Future Plans (30%)

Challenges & Opportunities*

Only use 0, 3 or 5

0: No identification of challenges or opportunities

3: Some identified, lacks depth/clarity

5: Clearly identified challenges and opportunities, well-defined, detailed, actionable

Scoring Options: 0 - 5

Future Planning*

Only use 0, 3 or 5

0: No details

3: General overview, some detail

5: Well-defined, detailed, actionable

Scoring Options: 0 - 5

Metrics & Monitoring*

Only use 0, 3 or 5

0: No metrics or monitoring plan

3: Some metrics but not fully developed

5: Clear, measurable, specific evaluation process

Scoring Options: 0 - 5

Amount Recommended*

Character Limit: 250

General Comments*

Record any comments specific to the application.

Character Limit: 10000

City of Prince George COTW 2025



AGENDA

WHAT WE WILL COVER



- Grant Criteria and Eligibility
- Adjudication Process
- Discussion
- Timeline & Next Steps
- Questions



LIMITED DURATION 2 YEAR OPERATING GRANT GUIDELINES 2025

OBJECTIVE:

Objective: to provide funding to registered not-for profits towards overall operating costs and are not designated for any specific project or activity. Applications are accepted once per year with a due date of January 31st at 4:30 pm. Allocations are up to 30% of the organizations overall operating budget up to max of \$30,000.

APPLY FOR:

Up to 30% of operating budget, max \$30,000 annually

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$131,576

GRANT CRITERIA

The organization's mandate and services should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- Fostering community pride
- Promoting health and wellness
- Strengthening social connections among residents
- Encouraging participation in arts and culture
- Advancing equity, diversity, inclusion, and accessibility
- Encouraging environmental sustainability & stewardship
- Ensuring a safe, healthy and clean community for all

ELIGIBILITY REQ.

- In order to qualify for this grant applicants must have previously received funding from another City grant (within the last 5 years) and completed all reporting.
- Applicants who have previously received funding from this grant stream are welcome to re-apply. However, priority will be given to new applicants who have not received funding through this stream before.
- The applicant must be a registered not-for-profit society.
- Must have been in operation for at least two years.
- Must operate within Prince George for the benefit of residents.
- Services provided by the not-for-profit organization must align with grant criteria
- Must demonstrate a need for the requested funding.
- Must provide other sources of confirmed funding.

NOT ELIGIBLE

- Payment of City Property Taxes
- Payment of debt
- Major capital purchases(e.g. land acquisition, buildings, vehicle purchases etc.)

FUNDING CONSIDERATIONS

Adjudication reviews applications using a scoring matrix based on overall alignment with the grant criteria and eligibility requirements. Additional considerations may include:

- Number of applications received.
- Total amount requested from all applicants.
- Budget available to allocate to all applications.

APPLICATION & REPORTING

Apply through the City Website (available 1 month before grant deadline)

Application Includes:

- Information about your organization (mandate, description of services, number of staff etc.)
- Recent statement of financials (including balance sheet and statement of revenues & expenditures
- Other sources of confirmed funding/revenue
- Confirmation document of registered Society Status
- Information on how your organization meets a community need (aligned with the grant criteria)
- Information on need for funding
- Information about the population served

Detailed reporting including:

- Annual evaluation report
- Statement of financials
- May include request to present to Council

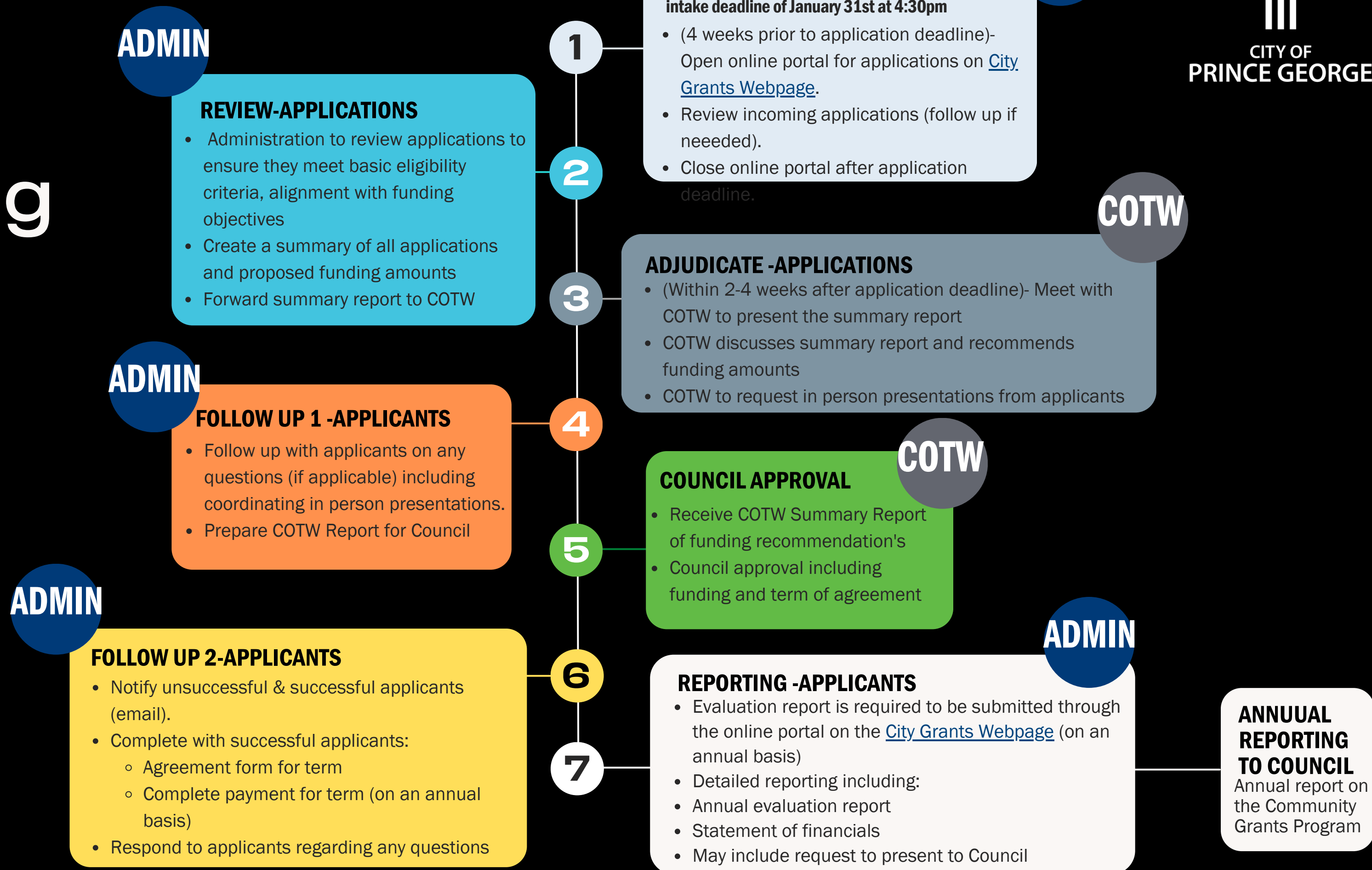
ADJUDICATION

Annual Grant Intake

- Intake Deadline: January 31st at 4:30pm
- Turnaround Time: 6-8 weeks
- Adjudication Team Composition:
 - Committee of the Whole (COTW)
 - Supported by administration (1-2 as non-voting members)

Limited Duration 2 Year Operating Grant

PROCESS GUIDELINES

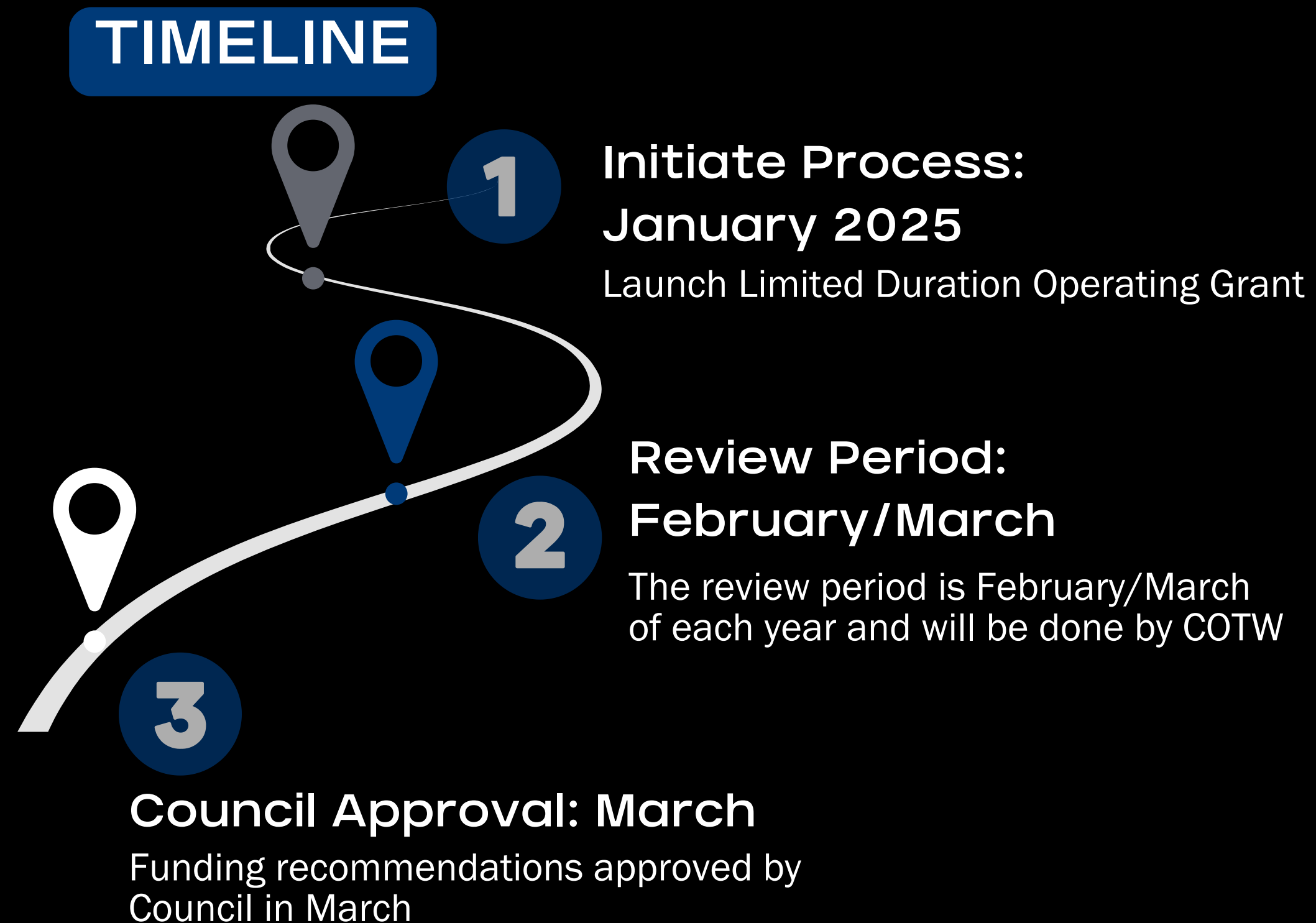


LIMITED DURATION 2 YEAR OPERATING GRANT

DISCUSSION

LIMITED DURATION 2 YEAR OPERATING GRANT

TIMELINE & NEXT STEPS





THANK YOU