

Date: October 1, 2025

To: **Committee of the Whole.**

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

Subject: Community Grants Program 2025 Annual Review

Attachment(s): 1. Slides - Community Grants Program 2025 Annual Review

Recommendation(s):

That the Committee of the Whole RECOMMENDS that Council direct Administration to implement the proposed improvements to the Community Grants Program in time for the 2026 program launch, as outlined in the report dated October 1, 2025, from the Director of Civic Facilities and Events titled “Community Grants Program 2025 Annual Review.”

Purpose:

This report presents Council with the annual review of the Community Grants Program following the completion of its 2025 pilot year. It summarizes the program’s grant streams, highlights community impact and key successes, and shares lessons learned during implementation. It also includes proposed improvements for Committee of the Whole’s consideration and direction to Council—ultimately aiming to refine and strengthen the grant cycle for 2026.

Background:

In January 2025, the City launched a revised Community Grants Program consisting of four distinct grant streams. The new approach aimed to improve access, efficiency, and alignment with community needs. In total, 52 organizations and community projects were funded with \$275,770 invested in our community. A summary of the grant streams is included below.

Grant Name	Key Details	Additional Notes
myPG Community Grant (spring cycle)	Funded 24 projects \$118,585 invested \$114,563 remaining for fall intake	Projects ranged widely (cultural events to environmental initiatives)
Limited Duration Operating Grant- Year 1	Invested \$131,576 across 18 organizations Demand exceeded availability by \$533,158	Shows a clear need for ongoing operational funding support
Capacity Building Grant	Supported 5 organizations. Total investment of \$5,609. \$391 remaining	Supports targeted staff and volunteer development

Quick Response Grant	Funded 10 small-scale, time-sensitive projects Fully utilized \$20,000 budget	Serves as an accessible entry point, especially for first-time applicants
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Discussion:

What We Learned - Successes

The 2025 pilot year demonstrated several important improvements in the community grants program:

- Broader grant criteria enabled a more diverse range of organizations to access funding.
- Streamlined application processes and standardized forms across grant streams made the system more accessible and easier to navigate.
- Reduced reporting requirements and increased flexibility in funding use were well received by applicants.
- Introduction of a 15% administration fee (for the Microgrant and myPG streams) helped support operational sustainability for recipient organizations.
- Communication significantly improved with the launch of a centralized grants email, a new subscription service, and consistent updates for subscribers.
- Technical improvements included a complete redesign of the grants webpage and successful implementation of the Foundant grants portal.
- Internally, quarterly Funders Collaboration Meetings enabled better alignment and knowledge sharing among community Funders.
- Introduction of unrestricted (operational) and multi-year funding added much-needed stability for community organizations.
- The Microgrant and Capacity Grant streams were especially successful, featuring appropriate budget allocations, clear adjudication processes, and user-friendly application forms.

The myPG, Quick Response (Micro), and Capacity Grant streams are functioning well overall, although minor adjustments to enhance reporting requirements and refine application templates will be completed before 2026. These grants operate efficiently and are achieving their intended community outcomes. Due to high demand for the Microgrant, the annual budget for this stream could be increased from \$20,000 in 2026 by reallocating some or all of the funds from the unspent Pooled Funders Grant budget (\$5000).

Limited Duration Operating Grant (LDOG) – Issues Identified and Proposed Improvements

While the City of Prince George’s introduction of multi-year operational funding has strengthened the overall community grants program, the most recent intake of the Limited Duration Operating Grant (LDOG) revealed several challenges that should inform future improvements to the program. The key issues identified and the proposed improvements to address these issues are outlined in the table below.

KEY ISSUES IDENTIFIED	PROPOSED IMPROVEMENTS (TO ADDRESS ALL 4 ISSUES)
1. OVERLY BROAD GRANT CRITERIA	<ul style="list-style-type: none"> • Council to identify and confirm 1–2 priority focus areas to ensure targeted impact and alignment with community needs • Limit eligibility to organizations with an operating budget under \$100,000 • Limit eligibility to organizations directly impacting over 100 residents annually
2. HIGH VOLUME OF APPLICATIONS	<ul style="list-style-type: none"> • Limit eligibility to organizations that offer programming/services on a daily, weekly, or monthly basis • Limit eligibility to organizations that do not have a subsidized lease with the City or an existing multiyear standing grant agreement • Require demonstrated partnership with at least one other organization
3. RESOURCE-INTENSIVE PROCESS	<ul style="list-style-type: none"> • Introduce a Letter of Intent (LOI) stage to streamline initial screening
4. COMPLEX ADJUDICATION CONSIDERATIONS	<ul style="list-style-type: none"> • Commit to funding full amounts requested by successful applicants (instead of partial funding)

Expected Outcomes

The proposed improvements are designed to:

- Streamline the application and adjudication process
- Better align funding with the City’s strategic priorities
- Promote equity by supporting smaller and under-resourced organizations
- Improve the quality, clarity, and impact of funded projects
- Foster a stronger, more collaborative not-for-profit sector

Next Steps

Pending Committee of the Whole’s direction and Council’s approval of the 8 improvements listed above, the revised Community Grants Program will launch in January 2026. All updated information, including eligibility, application materials, and timelines, will be posted on the City’s grants webpage, shared via the Community Grants Updates subscription, and promoted through other City communication channels.

Strategic Priorities:

The Community Grants Program supports the 2023–2026 Strategic Plan priority of Social Health and Well-Being by enabling more effective, efficient, and inclusive delivery of community services, programs, and activities.

Summary and conclusion:

This report summarizes key insights from the 2025 pilot year and outlines proposed refinements for the Limited Duration Operating Grant to strengthen the program going forward. Staff seek Committee of the Whole's guidance on the proposed refinements to ensure a more focused, impactful, and administratively feasible grants program for 2026.

Respectfully submitted:

Andy Beesley, Director of Civic Events & Facilities

Prepared by Sarah Brown, Supervisor Civic Initiatives & Partnerships

Approved:

Walter Babicz, City Manager

Meeting date: [2025/10/14]

Community Grants Program 2025 Annual Review & Impact Report

Committee of the Whole
October 14 2025



Agenda

Background

- Program Goals and Values
- Key Milestones
- Program Timeline

Community Impact Report

- Overview of Grant Steams
- Who we supported
- Investment in the community

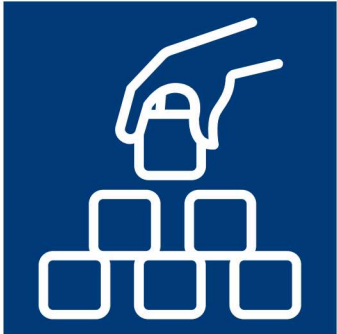
Key Learnings and Enhancements for 2026

- Alignment with best practices
- LDOG review and proposed improvements
- Questions & Discussion

Community Grants Program 2025 Annual Review

GOAL

Continuously improve the Community Grants Program to better serve non-profits and the community—making it more efficient, responsive, and aligned with changing needs.



Administration will present annual findings to Council and seek input on updates.

VALUES

Accountability

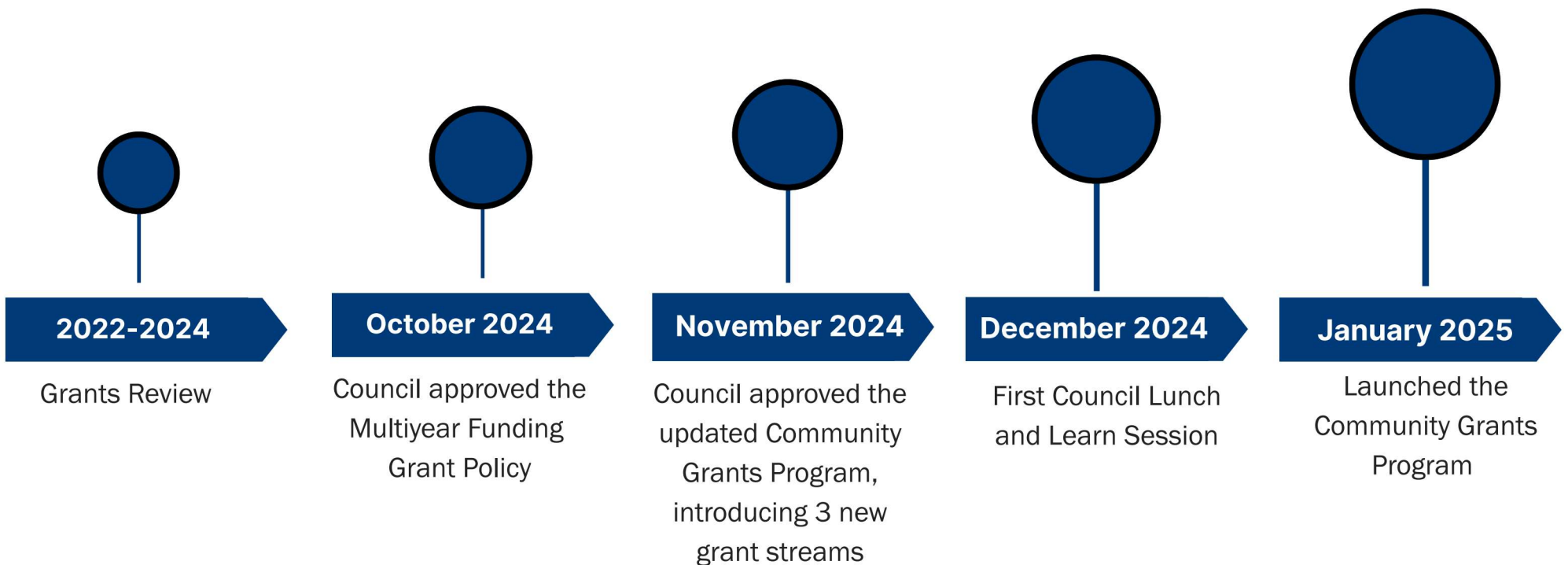
Transparency

Integrity

Civic Pride

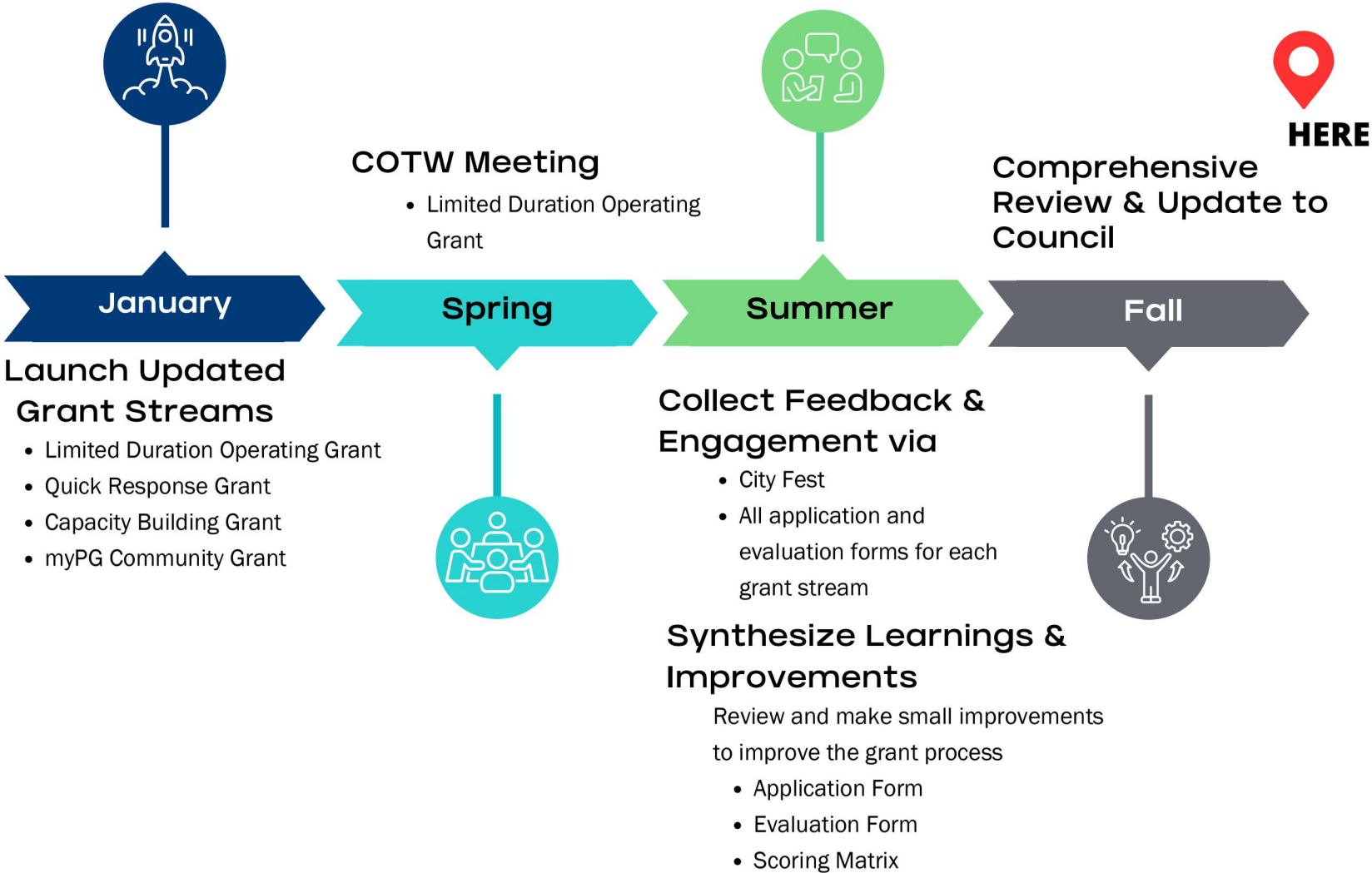
Grounded in the City’s Strategic Plan, the Community Grants Program strives to reflect the values of Civic Pride, Integrity, Accountability, and Transparency in every decision and action.

Community Grants Program Key Milestones



Community Grants Program 2025 Annual Review

Timeline



Community Grants Program 2025 Community Impact



COMMUNITY GRANTS PROGRAM

Key Highlights

MYPG COMMUNITY GRANT

\$233,148

GOAL:

Fund projects and events that contribute to making PG a great community and promotes it as a great place to live and visit

DEADLINE:

March 15 & October 15
(4:30 PM)

AMOUNT:

Generally \$10,000 or less

TURNAROUND

Within 4-6 Weeks after
deadline

LIMITED DURATION OPERATING GRANT

\$131,576

GOAL:

Support general operating costs
(not project-specific)

DEADLINE:

January 31 (4:30 PM)

AMOUNT:

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

TERM:

Up to 2 years

TURNAROUND

Within 6-8 Weeks after
deadline

QUICK RESPONSE (MICRO) GRANT

\$20,000

GOAL:

Fund small or short timelines
projects; great for new
applicants

DEADLINE:

Rolling intake. Open in
January onward, first come
first serve. Available until
budget is depleted

AMOUNT:

Generally \$2,500 or less

TURNAROUND

Within 3-4 weeks upon
submitting application

CAPACITY BUILDING GRANT

\$6,000

GOAL:

Fund upgrading skills and
knowledge for staff and
volunteers

DEADLINE:

Rolling intake. Open in
January onward, first come
first serve. Available until
budget is depleted

AMOUNT:

Generally \$1,500 or less
(conditional approval)

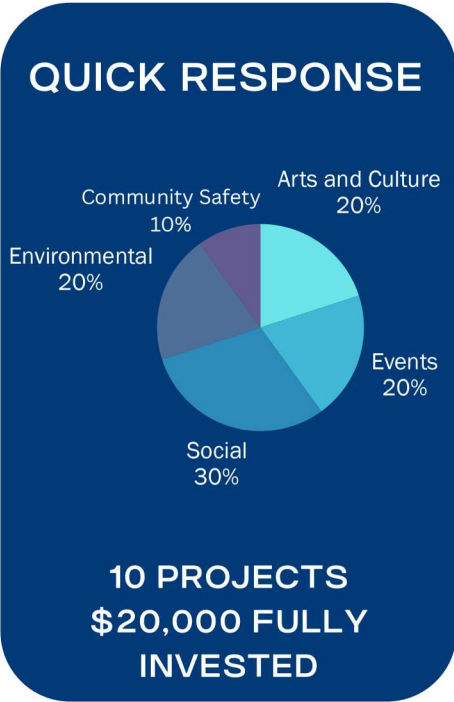
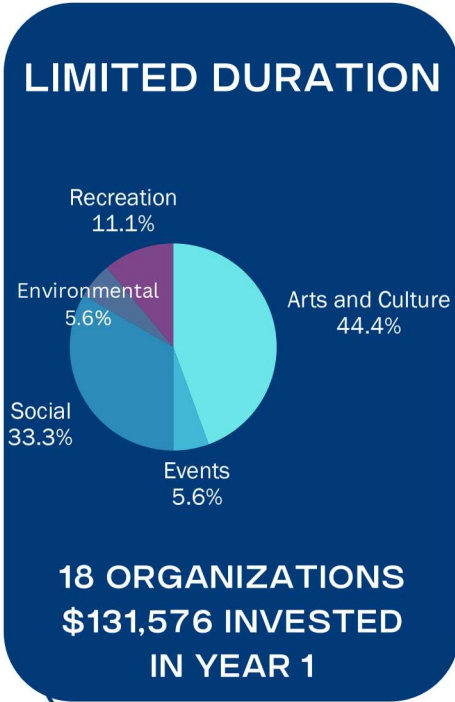
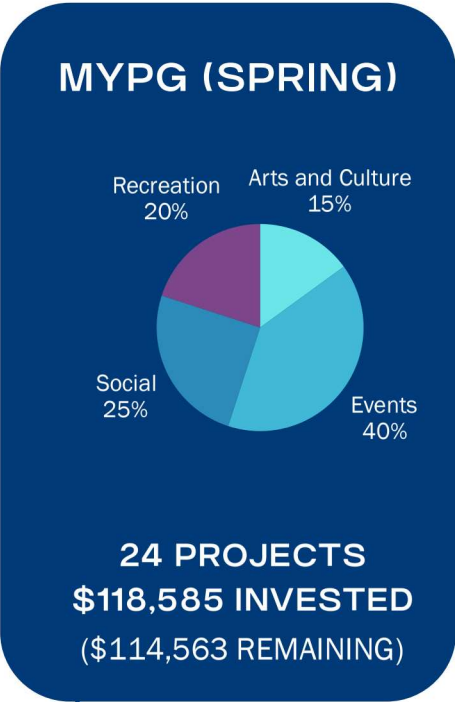
TURNAROUND

Within 3-4 weeks upon
submitting application

Community Grants Program 2025 Annual Review

Key Highlights

- 52 organizations and community projects funded
- \$275,770 invested in our community



\$61,115
OVERSUSCRIBED

\$533,158
OVERSUSCRIBED



Community Grants Program 2025 Annual Review

Who We Supported

- Lheidli T'enneh First Nation
- Prince George Metis Community Association
- Royal Canadian Legion Branch 43
- The Prince George Farmers' Market Association
- Carrier Sekani Family Services Society - Youth Services - Sk'ai Zeh Yah
- Engage Sport North
- Caledonia Nordic Ski Club
- PRINCE GEORGE Tapestry Singers
- British Columbia Schizophrenia Society Prince George Branch
- Northern Indigenous Arts Council
- Trinity United Church - Knox Performance Centre
- BC Conservation Foundation
- Northern BC Maker Collective Association
- Prince George Red Dress Society
- Prince George Recycling & Environmental Action Planning Society
- Prince George Tennis and Pickleball Club
- Everyone At The Table PG
- Scouts Canada - 3rd Prince George West Group
- Fraser Lyric Opera Society
- South Bowl Community Association
- The Navy League of Canada Prince George Branch
- Prince George Downtown Business Improvement Association
- Prince George Cycling Club
- North Central Seniors Association
- Carney Hill Neighbourhood Centre Society
- Northern Community Counselling Centre Society
- The Exploration Place
- Big Brothers Big Sisters of Northern BC
- Omineca Arts Centre
- Knox Performance Centre
- Hart Highlands Winter Club
- Prince George and District Senior Citizens Activity Center Society
- Prince George Conservatory of Music
- Prince George and District Music Festival
- Alban Classical Artists Society
- Prince George Agricultural and Historical Association
- AWAC
- Spruce City Wildlife Association
- Canadian Mental Health Association of Northern BC
- Prince George Cantata Singers
- Prince George Symphony Orchestra
- Nigerian Canadian Association of Northern BC
- Hart Pioneer Centre Association
- Prince George Hospice Palliative Care Society
- North Central Local Government Association

Who We Supported (myPG recipients)



Community Grants Program Key Learnings and Improvements for 2026



COMMUNITY GRANTS PROGRAM

Current Improvements Aligned with Good Granting Practices

FEATURES	myPG	LDOG	Quick	Capacity
1. Make it easier to apply <ul style="list-style-type: none"> Update the grants webpage and create a central online portal Simplify grant criteria, standardize forms, and reduce paperwork Offer tutorials, guidance, and regular updates through email and subscriptions 	✓	✓	✓	✓
2. Include funding for capital <ul style="list-style-type: none"> Small capital requests 	✓	✓	✓	NA
3. Support everyday operations <ul style="list-style-type: none"> Include a 15% admin fee for overhead 	✓	✓	✓	NA
4. Provide stable, long-term funding <ul style="list-style-type: none"> Pilot two-year funding agreements 	NA	✓	NA	NA
5. Involve the community in funding decisions <ul style="list-style-type: none"> Use peer reviewers Engage local funders as community leaders to help review and adjudicate applications 	✓			
6. Make it fair and inclusive <ul style="list-style-type: none"> Build transparency and consistency in communications Offer application help (tech support, flexible formats) Apply an equity lens to funding priorities 	✓	✓	✓	✓
7. Continuous Improvement <ul style="list-style-type: none"> Collect ongoing feedback through the application, report forms and adjudication teams Engage the community through CityFest and other community events to gather additional input 	✓	✓	✓	✓
8. Keep Council informed <ul style="list-style-type: none"> Share annual grant review and community impact report with Council 	✓	✓	✓	✓

Proposed LDOG Grant Improvements

GOAL

Refine process to ensure greater program effectiveness and alignment with City's goals

Key Issues Identified

1. Overly Broad Grant Criteria

The grant criteria and eligibility lacked specificity, leading to broad eligibility.

2. High Volume of Applications

The overwhelming number of submissions diluted the overall impact of the grant.

3. Resource-Intensive Process

The application was lengthy and the process required substantial staff and applicant time.

4. Complex Adjudication Considerations

Time consuming, public process

Proposed Improvements

- Council to identify and confirm 1–2 priority focus areas to ensure targeted impact and alignment with community needs
- Limit eligibility to organizations with an operating budget under \$100,000
- Limit eligibility to organizations directly impacting over 100 residents annually through programs or services
- Limit eligibility to organizations directly offering programming and services on a daily, weekly, or monthly basis
- Limit eligibility to organizations that do NOT have a low-cost , subsidized lease agreement or an existing Multi-year Standing Grant Agreement with the City of Prince George
- Limit eligibility to organizations that demonstrate partnership with at least one other organization on an ongoing basis
- Introduce a Letter of Intent (LOI) stage to streamline initial screening and reduce administrative burden for both applicants and staff
- Commit to allocating the full amount requested by each successful applicant, enhancing impact and reducing the need for partial funding decisions (between 5 and 8 organizations per cycle if we fund full amounts).

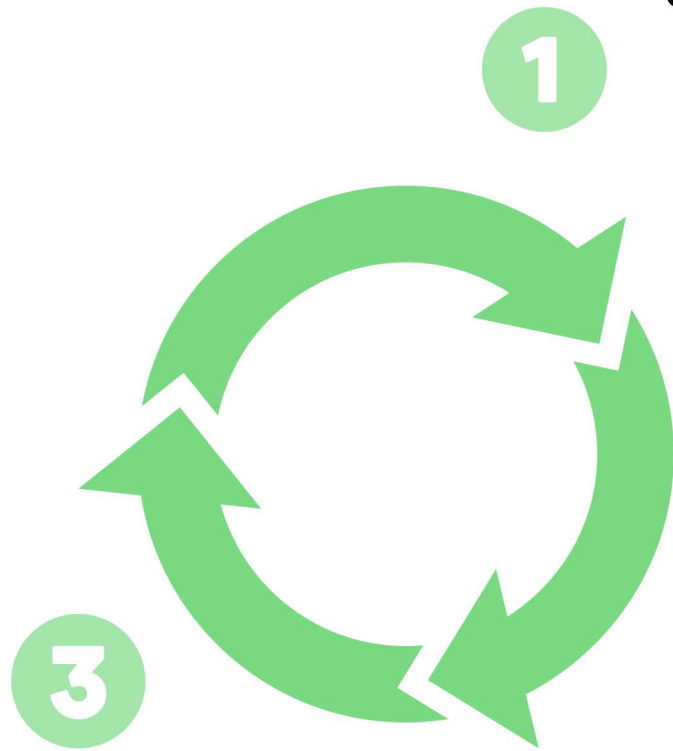
Expected Outcomes for LDOG

The proposed improvements are designed to:

- Streamline the application and adjudication process ✓
- Better align funding with the City's strategic priorities ✓
- Promote equity by supporting smaller and under-resourced organizations ✓
- Improve the quality, clarity, and impact of funded projects ✓
- Foster a stronger, more collaborative not-for-profit sector ✓

Community Grants Program Annual Review

NEXT STEPS & THINKING AHEAD TO 2026



January 2026

- LDOG- LOI opens in December, giving approved LOI applicants enough time to complete full application by January 31 deadline
- Launch Grant Program, open up cycles for remaining grant streams
- Ongoing Communications

2

Delivery of Community Grant Program

- Administer grant streams

3

Annual Review: Fall 2026

- At the conclusion of each grant cycle, a review will be conducted to promote continuous improvement
- An annual report will be submitted to the Council

THANK YOU & DISCUSSION