Policies & Procedures Manual

Policy No. 52-2026 (BP – Grant)

External Grants Policy

1. Purpose

1.1 The External Grants Policy (policy) provides guidance to the Squamish-Lillooet Regional District (SLRD) discretionary grants program for eligible non-profit organizations or charities and societies delivering programs, other local or First Nation governments, services, or initiatives that enhance the well-being of residents within the SLRD

The program is designed to:

(a) Strengthen community well-being and livability
(b) Support arts and culture, recreation and sport, community service, environment, social service, and Indigenous led initiatives, that are of general interest to the residents of the SLRD
(c) Fill a need in the community that is not mandated to be met by a more senior level of government
(d) Support one-time projects, services, or initiatives instead of ongoing operations (although applications for recurring projects, services, or initiatives can be made)
(e) Advance Board strategic priorities

2. Authority

2.1 Any grant funding provided by the SLRD from the SLRD Select Funds must comply with the following bylaw:

(a) Select Funds Delegation of Authority Bylaw (Bylaw No: 1274-2013)

2.2 This policy does not apply to, and is separate and apart from, the Pemberton and District Initiative Fund (Board Policy No. 16-2020)

3. Guiding Principles

All grant award decisions will be guided by:

3.1 Public Benefit
- (a) Demonstrable benefit to residents of the region
- (b) Serves a substantial number of SLRD residents

3.2 Equity and Inclusion

- (a) Fair distribution across electoral areas over time
- (b) Priority for underserved, rural, Indigenous, or vulnerable populations

3.3 Non-Substitution
- (a) Grants must not replace mandated provincial or federal government services
- (b) Funding will not be awarded for programs or services that duplicate services already funded by local government taxation. Applications received from applicants already receiving funds through local government taxation must demonstrate that the proposed activity does not duplicate existing tax-supported local services.

3.4 Transparency and Accountability
- (a) Clear criteria, transparent, defensible, documented decision-making, and public reporting
- (b) Application and reporting requirements increase as the grant award amount increases

3.5 Sustainability
- (a) Avoid long-term dependency on grant funding
- (b) Encourage diversified revenue sources for the strategic grants category
- (c) Funding is subject to the availability of funds

3.6 Strategic Alignment
- (a) Supports Board priorities
- (b) Supports Regional Growth Strategy

4. Eligibility

4.1 Eligible Organizations:

(a) Registered non-profit societies, charities, Indigenous non-profit organizations in alignment with the SLRD Indigenous Relations, Truth and Reconciliation in Practice, and/or government organizations with appropriate liability insurance coverage

(b) Organizations with a focus on arts and culture, recreation and sport, community service, environment, and social service

4.2 Ineligible Organizations or Applicants:

(a) For-profit businesses or commercial ventures

(b) Organizations delivering public services mandated by more senior level(s) of government

(c) Political or advocacy organizations (unless project-specific and non-partisan)

(d) Strata corporations (note: community associations registered as a Charity or Society qualify)

4.3 Ineligible Uses of Grant funding:

(a) Debt servicing or deficit reduction

(b) Reserve or general revenue contributions

(c) Prize money

(d) Purchase of alcohol or cannabis products

(e) Retroactive funding for capital expenses incurred prior to funding approval or for operational expenses incurred in prior years

(f) Where the primary benefactor is a private citizen or corporate interest

(g) Where the general public cannot access or enjoy the benefit of the funding e.g. on private property or lands not accessible for public benefit

4.4 For sports-based organizations:

(a) Operational costs for league-based or club-based sports programs are ineligible as these are expected to be self-sustaining through membership or league fees

(b) One-time capital expenses can be considered

5. Funding Structure

5.1 Total grant envelope subject to available annual funding
5.2 Grant Categories

Category	Purpose	Typical Range	Application cycle
Micro Grant	Small, local initiatives, fast-tracked funding	Up to $1,000	Ongoing
Community Grant	Smaller-scale local initiatives	$1,001 to $10,000*	Quarterly
Strategic Grant	Regional priorities – larger initiatives aligned with regional priorities	$10,001 to $25,000*	Quarterly
One-Time Capital Grant	Minor infrastructure/ equipment	Case-by-case. For larger capital requests, contingent on confirmed matching funding from other sources	Quarterly
Emergency Grant	To respond to acute, critical and urgent requests by community organizations	Case-by-case	Ongoing

**Please note:* The Board may approve multi-year funding commitments in the community grant category by exception, provided the commitment does not extend beyond the current Board term, and only if the applicant has been funded more than 2 years in a row prior. The Board may also consider grant applications greater than $25,000 at their discretion.

6. Application Process

6.1 The application process is below:

(a) All applications are to be submitted to the SLRD through the Grant Application Form as posted on the website

(b) The intake for grant applications will open 30 days prior to their due date

(c) Grant applications are due on the first day of a quarterly cycle i.e.:

i. January 1st (or next business day) of each year

ii. April 1st (or next business day) of each year

iii. July 1st (or next business day) of each year

iv. October 1st (or next business day) of each year

(d) Grant applications must be received by 4:00pm, PT (or next business day). No late submissions will be considered after the deadline

(e) Applicants must submit a complete application on the Grant Application Form. All questions on the application form must be answered or have included a written reason for incomplete answers. Applicants are not to submit any documentation that has not been expressly requested in the Grant Application Form.

(f) Applicant presentations:

i. Applicants requesting a grant greater than $25,000 will be asked to provide a brief verbal presentation (one to five minutes) on how the grant funding will be used at a Board Meeting (virtually or in-person)

ii. SLRD staff will provide applicants with the date and specifics on the presentation requirements

(g) Applicants requesting funding greater than $25,000 may be asked to provide additional documentation in their application such as a strategic plan

(h) Funding for approved grant applications will be issued to successful recipients no later than the last day of the month following the date of Board approval. For example, if an application is approved on April 25, the funding will be issued by May 30th.

(i) The SLRD Board shall have the discretion to exempt any of the terms of application

7. Evaluation

7.1 Grant applications *may be* assessed against the following criteria:

Criteria	Weight
Community need	Very High
Impact	High
Alignment with regional strategic priorities	High
Organizational capacity	Medium
Financial need & leverage	Medium
Reconciliation, equity, and inclusion	Medium
Measurable outcomes	Medium

7.2 For grants greater than $1,000, staff will include a cover sheet with recommendation(s) for consideration in decision-making

7.3 The Board or Electoral Area Directors Committee may conduct a technical review and scoring of grant applications

8 Approval Process

8.1 Decisions on application funding will be determined either by the CAO (in consultation with the applicable Electoral Area Director), Electoral Area Directors Committee model, or the Regional Board model.

8.2 CAO and Electoral Area Director model where the funding request is less than $1,000

(a) Staff confirm eligibility and completed applications
(b) Staff review and conduct due diligence on grant applications
(c) Staff advance complete application(s) and recommendation(s) to the Chief Administrative Officer (CAO)
(d) The CAO, in consultation with the appropriate Electoral Area Director where applicable for Select Funds, may approve the funding

(e) Board is notified of funding approval at subsequent Board meeting

8.3 Electoral Area Directors Committee model

(a) Staff confirm eligibility and completed applications
(b) Staff review and conduct due diligence on grant applications
(c) Staff advance complete application(s) and recommendation(s) to Electoral Area Director Committee
(d) Electoral Area Director Committee reviews applications
(e) Electoral Area Director Committee makes recommendation(s) to Board OR makes grant funding decisions where the Select Funds Delegation of Authority Bylaw No. 1274 applies via resolution
(f) Board considers recommendation(s) of staff and EAD Committee
(g) Board decision on funding application via resolution is the final decision

8.4 Regional Board model

(a) Staff ensure eligibility and completed applications
(b) Staff review, conduct due diligence on completed applications and make recommendation(s) to the Board for consideration and approval
(c) Strategic allocation across two or more electoral areas, two or more municipalities, or if regionally significant

9 Funding Agreements and Conditions

9.1 Approved grants must include:

(a) Written funding agreement and amount
(b) Defined use of funds
(c) Reporting requirements if grant funding approved is greater than $10,000 including financial and outcomes report(s)
(d) Repayment clause for misuse or unspent funds

9.2 Conditions:

(a) Funds must be used within one year of funding approval
(b) Unused funds within one year of funding approval must be returned within 2 weeks
(c) Public recognition of funding source
(d) Non-compliance with any part of this grant policy may disqualify the applicant from current or future SLRD grant funding

10 Accountability and Reporting

10.1 Grant reporting requirements:

Grant Amount	Reporting Requirement
Up to $1,000	None (in most instances)
$1,001 to $10,000	Unlikely. Reporting may be requested based on the application
$10,001 to $25,000	Financial and outcomes report required
Over $25,000	Financial, outcomes and evaluation report required, additional reporting may be requested. Presentation to the Board.

(a) Where required, failure to complete the Grant Report Form and submit accompanying documentation by the stated due date and time may result in ineligibility for grant funding for the next grant funding cycle
(b) Organizations may be asked to include copies of receipts pertaining to how SLRD grant money was spent (for verification purposes only)
(c) Any funding support provided by the SLRD at a value greater than $10,000 must be recognized in all related promotional materials for the funding activity. Access to SLRD logos, brand guidelines, and downloadable files can be found on the application and reporting forms found on the website.
(d) Organizations awarded funds greater than $25,000 will be asked to provide a 1 to 5 minute verbal presentation to the SLRD Board on how the funding was used and outcomes achieved as a result of receiving the grant

10.2 The SLRD will report annually on all grant allocations greater than $1,000 based on the year the grant was awarded

11 Scholarships

11.1 As part of the annual grant budget, funds may be allocated toward secondary schools within the SLRD to administer for their scholarship programs on behalf of the SLRD

12 Risk Management

12.1 SLRD strives to ensure all funding is fair, allocated correctly and will not provide funding to organizations with governance risks

12.2 SLRD will conduct proportional due diligence on an application and/or applicant organization based on grant amount requested

12.3 The SLRD may give a grant recipient written notice that it desires a representative of the SLRD to examine the books of account of the recipient, and the recipient shall produce for examination within fifteen (15) business days after receipt of such notice, all records, documents, accounts, and vouchers of the recipient to the representative for examination

12.4 All grant applicants will be required to provide proof of liability insurance as part of the application process

13 Policy Review

13.1 This policy shall be reviewed by the Board after one year of approval and at least every 5 years or sooner at the discretion of the Chief Administrative Officer. It may be adjusted based on:

(a) Community needs
(b) Funding pressures

(c) Policy and/or bylaw changes
(d) Evaluation of the external grant funding program