



## COUNCIL POLICY

POLICY NUMBER: A-7

DATE OF RESOLUTION: DECEMBER 6, 2004

AMENDED: JANUARY 22, 2007, JANUARY

26, 2016, JANUARY 23, 2018, DECEMBER 7, 2021,

January 23, 2024

### COMMUNITY ENRICHMENT PROGRAM

#### 1.0 General Requirements:

- 1.1 The Community Enrichment Program (CEP) (CEP) will provide funding to non-profit organizations and societies based within, **or providing services to**, the Resort Municipality of Whistler (RMOW) that are considered by Council to be contributing to the general interest and advantage of the Whistler community.
- 1.2 Funding is issued on an annual basis and is subject to the availability of funds in the RMOW's current year's budget.
- 1.3 Approval of a funding application in any given year does not guarantee that funding will be granted in any subsequent year.
- 1.4 To be eligible for CEP funding, the applicant must operate in one of the following categories: Environment, Social Services, Community Service, Recreation and Sport, or Arts and Culture.
- 1.5 Applicants who have entered into fee for service agreements with the RMOW are not eligible for CEP funding in the same year.
- 1.6 Applicants should include in their application form any activities undertaken to engage in Truth and Reconciliation with the Lílwat Nation and/or the Squamish Nation.
- 1.7 Applicants should include in their application form initiatives undertaken to further current Council Priorities.
- 1.8 Funding under the CEP will not be approved for special events, including one-time events **like training camps, concert series, sporting events or festivals**.
- 1.9 For sports-based organizations, the funding will be based on the number of verified Whistler youth participants in the program and will be consistent for all sports organizations. Council will have the discretion to apply additional funding for one-time capital funding requests.

## 2.0 Applying for CEP Funding:

2.1 All applications are to be submitted to:

Legislative Services Department  
(Community Enrichment Program)  
Resort Municipality of Whistler  
4325 Blackcomb Way  
Whistler, BC, V8E 0X5  
corporate@whistler.ca  
Tel: 604-935-8117

2.2 The CEP application period opens January 25 (or the next business day) of each year.

2.3 CEP Grant Application Forms must be received by 4 p.m. on February 15 (or the next business day) of each year. No late submissions will be considered after the deadline.

2.4 Applicants must submit their 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 application form.

2.5 Applicants must provide a brief verbal presentation (one minute) of their application at a future scheduled Committee of the Whole Council Meeting. Legislative Services Department staff will provide applicants with the date and specifics on the presentation requirements.

2.6 Applicants must be a registered not-for-profit society or charity and must provide evidence of the same by attaching proof of status.

2.7 Applicants must raise a minimum of 50 per cent of the annual **program** budget from other sources beyond CEP funding.

2.8 Applicants must ensure the accuracy of their organization's contact information and update the Legislative Services Department of any changes.

2.9 Applicants must provide their most recent audited or unaudited financial statements **to be eligible for CEP funding**.

2.10 Applicants must provide an itemized budget for their project, or an operating budget, to disclose how the grant will be spent. Salaries, rent, physical assets etc. must be specifically identified.

2.11 CEP Grant funding is not available to rent municipal facilities.

2.12 All approved funding will be issued to successful CEP grant recipients no later than April 30 each year.

2.13 Non-compliance with any part of this CEP Policy may disqualify the applicant from

current or future CEP grant funding.

- 2.14 ~~Under special conditions~~, Council shall have the discretion to exempt any of the above terms.

### 3.0 Reporting to the RMOW:

- 3.1 All grant recipients must complete a Grant Reporting Form and submit it to the Legislative Services Department by 4 p.m., December 1 (or next business day) of the year that the grant was awarded.

- 3.2 Grant Reporting Forms must be completed, and all accompanying documentation must be submitted by the stated due date and time; failure to do so may result in ineligibility for CEP Grant funds for the next granting cycle (one year).

- 3.3 Organizations that received \$10,000 or less in CEP Grant funding must:

3.3.1 Complete the prescribed Grant Reporting Form and send it to the attention of the Legislative Services Department at the contact information set out on the Grant Reporting Form.

3.3.2 Include a financial breakdown of how CEP grant monies were spent.

3.3.3 Include copies of receipts pertaining to how CEP grant monies were spent (not to be included in the final report to Council, for verification purposes only).

- 3.4 Organizations that received \$10,000 or more must:

3.4.1 Complete the prescribed Grant Reporting Form and send it to the attention of the Legislative Services Department.

3.4.2 Write a press release and distribute to local media, post to the organization's website and on their social media platforms (where applicable) that outlines the project supported by the CEP Funding and acknowledge the RMOW's contribution and provide copies of the release to the Legislative Services Department.

3.4.3 Include a financial breakdown of how CEP grant monies were spent.

3.4.4 Include copies of receipts pertaining to how CEP Grant funding was spent (not to be included in the final Council Report, for verification purposes only).

3.4.5 Make a short presentation (up to 5 minutes) to Council at a Regular Council Meeting outlining to Council and senior staff how the CEP Grant funding was utilized. Legislative Services will provide recipients with details on the presentation Requirements:

3.4.5.1 Inform the Legislative Services Department of the name(s) of those presenting **and details of speaking notes** by 4 p.m., December 1, (or the next business day).

~~3.4.5.2 Provide copies of all presentation materials (speeches, speaking notes, PowerPoint presentations) to the Legislative Services Department by 4 p.m., December 1, (or next business day).~~

#### 4.0 Whistler Secondary School Scholarships:

4.1 As part of the yearly CEP Grant Budget, Council will award up to six \$1,000 scholarships to six students who are graduating from ~~a secondary school in Whistler, or who are members of the Lil'wat Nation or the Squamish Nation ("Schools") Whistler Secondary School~~ in the current year. Council may award further scholarships or increase the amount of the scholarships if there is funding available in the CEP budget for the current year.

4.2 The Scholarship ~~Committees from the Schools of Whistler Secondary School~~ will put forward to Council all eligible applications, ~~along with a list of their top ten recommendations~~ with their ~~recommendations-rationale~~, included in confidence, and Council will make the selections based on the following criteria:

4.2.1 Strong academic performance: the student must achieve a "B" average or higher. ~~Whistler Secondary~~ The Schools must attach a confirmation letter that each student applying for the scholarship meets the academic requirements.

4.2.2 Demonstrated school and volunteer or community involvement: students should indicate on their application form any extra-curricular activities and community or volunteer involvement; and

4.2.3 Recommendation letters to demonstrate community or volunteer Involvement.

4.3 Preference will be given to those identifying financial need: if applicable, students should identify financial need on their application form and include any initiatives taken to help offset post-secondary costs (e.g., summer and/or part-time employment, etc.) Any such information will be held in strict confidence.

4.4 Process and timeline:

4.4.1 ~~The Schools Whistler Secondary School~~ will provide the application forms to the students.

4.4.2 ~~The Schools Whistler Secondary School Scholarship Committee~~ will submit their recommendations, including applications, to the Legislative Services Department no later than April 30 (or the next business day) each year.

4.4.3 Council will select the recipients at a Council Meeting in May.

4.4.4 The selected recipients will receive their scholarships in June.

4.4.5 ~~The Schools Whistler Secondary School Scholarship Committee~~ will

provide the Legislative Services Department with confirmation that all scholarship recipients have enrolled in a full-time post-secondary program within two years of being awarded the scholarship.

- 4.5 In the case that a student who was awarded a scholarship does not continue to post-secondary education within two years, the scholarship funds will be returned to the RMOW and added to the available funds for the next scholarship intake period.

Certified Correct:

Pauline Lysaght  
Corporate Officer