



COUNCIL POLICY

POLICY NUMBER: A-7

DATE OF RESOLUTION: DECEMBER 6, 2004

**AMENDED: JANUARY 22, 2007, JANUARY
26, 2016, JANUARY 23, 2018**

COMMUNITY ENRICHMENT PROGRAM

- 1.0 The Community Enrichment Program (CEP) funding, will provide funding to non-profit organizations and societies based within the Resort Municipality of Whistler (RMOW) that are considered by Council to be contributing to the general interest and advantage of the Whistler Community.
- 2.0 Funding under this Program will not be approved for special events.
- 3.0 **Applying for CEP Funding:**
 - 3.1 All applications are to be submitted to:

Legislative Services Department
(Community Enrichment Program)
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V0N 1B4
corporate@whistler.ca
Tel: 604-935-8117
Fax: 604-935-8109
 - 3.1 The CEP application period opens January 25 of each year.
 - 3.2 CEP Grant Application Forms must be received by 4 p.m. on February 15 of each year.
 - 3.3 Applicants must submit their application on the Grant Application Form. All questions on the application 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.

- 3.4 Applicants must provide a brief (five minute maximum) in-person presentation of their application at a future scheduled Committee of the Whole Council Meeting; Legislative Services Department staff will provide applicants with a date.
- 3.5 Applicants must be a registered society or charity and must provide evidence of the same by attaching proof of registered not-for-profit society status or registered charity status.
- 3.6 Applicants must raise a minimum of 50 per cent of their annual budget from other sources beyond CEP funding.
- 3.7 Applicants must ensure the accuracy of their organization's contact information and update the Legislative Services Department of any changes.
- 3.8 Applicants must provide their most recent audited financial statements and/or valid financial information supporting the request for funding.
- 3.9 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.
- 3.10 The cost of renting municipal facilities is not to be part of a grant request as the rental rates set for non-profit organizations are already subsidized.
- 3.11 All approved funding will be issued to successful grant recipients no later than April 30 each year.
- 4.0 Non-compliance with any part of this Policy may disqualify the applicant.
- 5.0 Under special conditions, Council shall have the discretion to exempt any of the above terms.
- 6.0 Reporting to the RMOW:**
 - 6.1 All grant recipients must complete a Grant Reporting Form and submit it to the Legislative Services Department by 4 p.m., December 1 of the year that the grant was awarded.
 - 6.2 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 grant funds for one granting cycle (one year).
 - 6.3 Organizations that received \$10,000 or less must:

- 6.3.1 Complete the prescribed Grant Reporting Form and send it to the attention of the Legislative Services Department at the contact information set out.
- 6.3.2 Include a financial breakdown of how CEP grant monies were spent.
- 6.3.3 Include copies of receipts pertaining to how CEP grant monies were spent.
- 6.4 Organizations that received \$10,000 or more must:
 - 6.4.1 Complete the prescribed Grant Reporting Form and send it to the attention of the Legislative Services Department.
 - 6.4.2 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 and acknowledges the RMOW's contribution, and provide copies of the release to the Legislative Services Department.
 - 6.4.3 Include a financial breakdown of how CEP grant monies were spent.
 - 6.4.4 Include copies of receipts pertaining to how CEP grant monies were spent.
 - 6.4.5 Make a five minute in-person presentation to Council at a Regular Council Meeting outlining to Council and senior staff how the CEP grant money was utilized.
 - 6.4.5.1 Inform the Legislative Services Department of the name(s) of those presenting by 4 p.m., December 1.
 - 6.4.5.2 Provide copies of all presentation materials (speeches, speaking notes, PowerPoint presentations) to the Legislative Services Department by 4 p.m., December 1.

7.0 Whistler Secondary School Grant

- 7.1 As part of the yearly CEP Grant Budget, Council will award two \$1,000 scholarships to two members of the Whistler Secondary School graduating class. The Scholarship Committee of Whistler Secondary School will put forward to Council a list of recommendations and Council will make two selections based on the following criteria:
 - 7.1.1 Strong academic performance: the student must achieve a "B" average or higher.

- 7.1.2 Demonstrated school and community involvement: students should indicate on their application form any extra-curricular activities and community involvement.
- 7.1.3 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.)
- 7.2 Process and timeline:
 - 7.2.1 Whistler Secondary School will provide the application forms to the students.
 - 7.2.2 Whistler Secondary School will submit their recommendations, including applications, to the Legislative Services Department by the end of April.
 - 7.2.3 Council will select the two recipients at a Council Meeting in May.
 - 7.2.4 The two selected recipients will receive their scholarships in June.

Certified Correct:

Brooke Browning
Municipal Clerk