



POLICY MANUAL

POLICY TITLE: Volunteer Community Improvement Grant Program	POLICY #: 6400-044
AUTHORITY: Administrative	EFFECTIVE DATE: May 19, 2026
ISSUED BY: Director of Development Services	REVIEW SCHEDULE: One year
	APPROVED BY: Council CC120-05
DATE ISSUED: May 19, 2026	DATE APPROVED: May 19, 2026

1) PURPOSE

The purpose of this policy is to guide the allocation of funding for projects that foster positive connections among residents in View Royal, promote community development through activities and celebrations, enhance community spaces, improve community well-being and strengthen resilience within neighbourhoods.

2) DEFINITIONS AND EXAMPLES

Community-Led: Community-led refers to projects or activities that are initiated, planned and carried out by community members. These efforts are driven by the needs, interests and priorities of the community. Community-led initiatives build stronger, happier and more resilient communities.

Community Space: Community spaces could include boulevards, local streets and minor green spaces. It can also include property under the management of School District 61 and other levels of government. In certain cases, private property may also be considered (e.g., space owned by a strata corporation that is accessible to the general public).

Community Development: Community development seeks to empower community members to work together to strengthen social connections and effect change within the community. It is inclusive and encourages participation, collaboration and involvement from community members. Examples of community development activities could include:

- Short-term neighbourhood improvement or clean-up activities (e.g., beach clean-up, graffiti removal).
- Emergency management workshops for neighbours living on the same street.
- Small projects that build social connections and protect the environment (e.g., youth or senior-focused activities to foster a sense of belonging and community).

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well-being; activities to help people grow food or take care of the environment; little free libraries, etc.)

3) POLICY

3.1 When preparing a grant application, please ensure that the project addresses the following considerations:

- i. It is community-led.
- ii. It falls under one of the examples of Community Development.
- iii. There is clear evidence of neighbourhood support for the proposal.
- iv. It fosters positive connections among residents.
- v. It contributes to neighbourhood pride and enhances quality of life.
- vi. It is a small project that does not require Town staff supervision or interferes with existing service contracts.

3.2 Project Location

Projects must take place within a specific neighbourhood of the Town of View Royal and be of direct benefit to residents of the Town.

3.3 Eligibility Criteria

This program is open to individuals or community groups, including non-profit organizations and schools.

Eligible expenses for funding include:

- Materials, including but not limited to, craft supplies, clean-up supplies, paint, wood, and metal.
- Insurance permit and refuse disposal fees
- Equipment and room rental fees

3.4 Ineligible Expenses

Ineligible expenses include any costs not related to the project, such as, but not limited to:

- fundraising,
- direct financial assistance to individuals, families, or businesses
- maintaining ongoing programs, services or events,
- acquisition of equipment and tools for an individual or community group,
- funding positions or professional development costs,
- deficit or debt repayment,
- commercial activities and related costs, and
- travel and accommodation expenses.

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3.5 Laws and Regulations

- Projects must adhere to Town bylaws, policies and regulations.
- Documents, including but not limited to insurance, permits, volunteer waivers, license of occupations, owner(s) permission, and locations must be confirmed in writing when submitting applications.
- Applicants are limited to one application per year.
- Eligible projects are ones that do not require Town employee supervision or interfere with existing service contracts.
- Grants are one-time approvals and are not an automatic ongoing source of annual funding.

3.6 Accessibility

The project must be open and accessible to the general public, and free of charge, even if located on private property. If situated on private property, it must be adjacent to a public space (sidewalk, public pathway, etc) and have access over the duration of the activity or life of the project. Little free libraries are a good example of these requirements. Accessing projects and activities that occur on school properties are subject to the rules of the school district.

3.7 Project maintenance

- Community members will be responsible for maintaining the projects with a physical nature (e.g., little free libraries, community garden on private property, etc.).
- If the item created through the project falls into disrepair, requires replacement, or becomes a safety concern, it may need to be removed.

3.8 Application Package

The following items are required as part of the application package:

- a complete and balanced project budget, including a list of all eligible costs,
- letters of support, owner's authorization and any other permissions as necessary,
- identification of any insurance and permit requirements,
- consideration of any safety risk and mitigation strategies associated with the project,
- provide a project maintenance plan, and
- for projects with a physical nature, the applicant must provide clear design information, including a site map and visual images of the location as well as consideration for maintenance and removal of projects.

3.9 Grant Review Process

The process of reviewing the grants includes the following steps:

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1. Applications submitted when ready through the intake period.
2. Staff review the applications for eligibility and ensure they comply with Town bylaws, policies and regulations.
3. Applications that impact public space are vetted through appropriate departments to assess the project or program feasibility.
4. Eligible applications are presented to the Director of Development Services for approval.
5. Recipients are contacted with results of their application. Successful applicants will be required to sign a Letter of Agreement prior to funds being released.
6. Successful applicants have up to one year to complete their project.
7. Once project is completed, the applicant shall provide a final report within 30 days of completion of the project. The Town will provide a final report template.

3.10 Time Extensions and Repayment of Grants

If the grant is not used for the approved purpose, the full amount must be returned to the Town of View Royal.

A time extension may be considered at the discretion of the Director of Development Services.

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