



City of Langford

www.cityoflangford.ca

CITY OF LANGFORD FUNDING REQUEST POLICY

Council Policy POL-0147-FIN
Amendment #2

Original Policy: FEBRUARY 16, 2015
Amended: 2026

Presiding Council Member, Mayor Scott Goodmanson

Date: JUNE 1, 2026

Signature:

SCOTT GOODMANSON
MAYOR

PURPOSE:

The purpose of this policy is to provide guidelines for funding contribution consideration for events, initiatives, and programs, inclusive of in-kind contributions.

TIMELINE:

Each year, Council may allocate a budget to grant funding based on individual requests in accordance with this policy if received by December 15th for the following calendar year.

DEFINITIONS:

“Applicant” – means the organization or entity applying for funding through the City of Langford’s Grant-in-Aid program or in accordance with this policy.

“Community Association” – means a non-government association of participating members from a delineated geographic area that may serve as a social club, community promotional group, a service-related organization, and a youth based or focused group that have formed as a registered society.

“Community-led Organization” means a group of residents and participating members interested in providing a service, amenity, gathering, or event that benefits the greater community of Langford that have formed as a registered society.

“Grant Award” means a monetary or in-kind contribution from the City under this policy.

“In-Kind Contributions” – means goods, services, use of facilities, or other non-cash items that would ordinarily be purchased or contracted for, and that are provided without monetary compensation. In-Kind Contributions may be offered to or requested by an Applicant instead of or in addition to receiving a direct monetary contribution in alignment with this policy.

“Required Documentation” – means the outline of required documentation located on the City’s application package which may be updated from time to time and can be accessed on the City’s website or at City Hall.

“Retroactive Fees” – means payment for a project, initiative or event that has already occurred but does not include payment for a project, initiative, or event that occurs between the application deadline and consideration of the Grant in Aid application by Council.

ELIGIBILITY REQUIREMENTS:

To be considered for Grant Award, the following criteria must be met:

1. The request must be submitted to the City of Langford with all required documentation as outlined in the application package by December 15th. Late or incomplete applications will not be considered.
2. The funding being applied for must be for an upcoming project, initiative, or event. No retroactive fees will be paid. Applications that are submitted prior to the deadline are not excluded solely on the basis that the event initiative or project has taken place prior to the application being considered by the City of Langford; however, the project event or initiative must not take place prior to the application deadline.
3. Preference will be given to those who operate within Langford, or those who provide a service or benefit to the community of Langford.
4. Applying organization is a registered society, registered charity and may include community-led groups, neighbourhood associations, School District 62 Parent Advisory Council and other Committees sanctioned by the schools, or other entity that is not a for-profit business.
5. Funds awarded from this program are not to be used to provide grants to any other entity or organization.
6. Funds awarded from this program must be payable to the Applicant.
7. Required Documentation will include recent financial statements except when an applicant is in their inaugural year and no financial statements have been completed.
8. Additional documentation and appendices to an application will not be accepted. Applicants must utilize the form provided by the City.
9. Amendments to an Applicant’s submission may not be accepted following the submission deadline.
10. While no formal opportunity to present application materials will be provided at the meeting where Funding Request Applications are considered, Applicants are encouraged to be in attendance to answer questions in relation to the application.

ASSESSMENT PROCESS:

Applications will be forwarded to Council for consideration unless an alternative process is arranged. For example, Council may establish advisory bodies whose Terms of Reference or mandate would reasonably be expected to include recommendations regarding funding request applications. Council

may request that these applications be referred to the advisory body for initial discussion, debate, and consideration before coming to Council for final decision.

The maximum Grant Award that may be granted per application through the Grant in Aid Program is \$10,000.

All applicants will be notified of the decision of Council.