



COUNCIL POLICY

POLICY NAME: Multiyear Funding Grants

CATEGORY:	CITY GOVERNMENT AND INFRASTRUCTURE
APPROVED BY COUNCIL:	October 7, 2024
AMENDED BY COUNCIL:	September 9, 2026
DEPARTMENT RESPONSIBLE:	Civic Facilities & Events

1. PURPOSE

The purpose of this policy is to establish a transparent and consistent approach to managing existing multiyear funding grants.

Multiyear funding grants support organizations in advancing the City of Prince George's vision, mission, and strategic priorities, including:

- city government and infrastructure,
- economic diversity and growth,
- social health and well-being, and
- environmental stewardship and climate action.

The implementation of this policy includes an oversight role for Council. Multiyear funding requests (increases to base level funding amounts) will be received, reviewed, and recommended through the delegation process. All final funding and agreement approvals are provided by Council and is contingent on the annual budget process.

2. POLICY STATEMENTS

1. This policy includes a governance role for Council, however there is no obligation on the part of Council to commit to multiyear funding.
2. A multiyear funding grant provides on-going financial support up to 4 years to a not-for-profit organization that has demonstrated sustainable and diverse financial resources and has established a successful long-term service to the community. It covers operational costs or regular programs, offering stable and consistent funding compared to one-time grants.
3. The organization must be a registered society or charity. (Evidence obtained through the Canada Revenue Agency or BC Registry Services, of its good standing as a registered society or charity).
4. The City utilizes multiyear funding as a cost-effective strategy to enhance municipal services or support the provision of quality-of-life programs and services for residents. Unlike one-

time grants (such as a myPG grant), it offers consistent funding over a determined timeframe. This type of grant is often used to support long-term projects, cover operational costs, or fund regular programs/services, giving recipients (not-for-profit organizations) stability and predictability.

5. The level of multiyear funding will be accounted for in the annual operating budget process and is subject to approval by Council.

3. POLICY ADMINISTRATION

MULTIYEAR FUNDING PROCESS

1. Reporting

- Reporting responsibilities will be outlined in the funding agreement.
- The organization will be expected to submit an annual a report.
- Includes option to request an increase to annual base funding amounts through the delegation process once during the funding agreement term.
- The organization should acknowledge on a regular and consistent basis, the financial contribution from the City of Prince George.

2. Review and Decision Making

- Council will receive an annual update on Multiyear Funding Grants as part of the annual grants review. Other considerations may include:
 - Community impact and alignment with Council's strategic priorities
 - Budget efficiency and value for investment
 - Adherence with grant funding objectives, and other considerations in the funding agreement
- Administration will provide supplementary information from the organization's annual report to accompany the delegation presentation.
- Council will receive multiyear funding increase requests through the delegation process once during the funding term.

3. Approval

- Council will provide final approval, including the recommended funding for the duration of the multiyear funding service agreement term contingent on the annual budget cycle.

4. Implementation and Follow-Up

- Administration will complete and implement the multiyear funding agreements for the designated term.

DURATION OF MULTIYEAR FUNDING

- Multiyear funding grants may be up to a maximum of 4 years, subject to annual reporting and renewal contingent on the annual budget cycle.

ROLES AND RESPONSIBILITIES

Specific roles of Council and City Administration include the following:

- **Council Members**
 - a) Review reporting and applications and provide final approval on all funding increase requests to base level funding, agreements, and amounts.
 - b) As per the Sustainable Finance Policy, identify the level of funding to support multiyear funding agreements through the City's annual budget process.
 - c) Review the multiyear funding grant process to provide input (which may result in amendments to the Council Policy).
- **City Administration**
 - a) The Director of Civic Facilities & Events and/or their designate is authorized to administer and/or manage the grant process, and to develop, establish, implement, and maintain the grant guidelines including any amendments.
 - b) The City Manager is authorized to approve Administrative Procedures to support this Council Policy.
 - c) Ensures multiyear funding agreements are established within a timely manner to provide for uninterrupted delivery of services.
 - d) Supports Council with any necessary pre-work (review all reporting and applications for completeness and adherence with funding objectives, eligibility criteria and other considerations such as alignment with Council's strategic priorities and community impact etc.)
 - e) Provides organizations' annual report information for delegation presentations to Council as necessary.
 - f) Provides Council with an annual update on the multiyear funding grant process.

CONDITIONS OF FUNDING

- Funds must be used for the purpose for which they were approved. If the originally intended purpose cannot be carried out, applicants should contact the City as soon as possible to inform of the situation and discuss options.
- Mismanagement of grant funds may require the organization to return the funds and may lead to ineligibility for future multiyear grants, at the City's discretion.
- All funds are contingent upon the annual budget cycle process.

GRANT COMMUNICATIONS

- Information on multiyear funding is provided through the City grants portal.
- All inquiries related to City grants can be sent to communitygrants@princegeorge.ca