

POLICY
ELECTORAL AREA GRANTS IN AID

PURPOSE AND INTENT

The giving of grants-in-aid has been left to the discretion of the Area Director. The purpose of this policy is to establish a consistent and accountable process for dealing with grant-in-aid applications in the Columbia Shuswap Regional District.

POLICY

Requests for grants-in-aid must meet all requirements of the Local Government Act and be approved by the Board of Directors either in the form of a line item in an adopted Five Year Financial Plan or through a separate resolution.

1. Recipient Organization must:

- Have a mailing address and contact representative within the Regional District.
- Provide a service to persons residing within the Regional District.
- Be non-partisan, non-denominational and non-profit.

2. Documentation to include:

The grant-in-aid application must be fully completed and provide sufficient documentation to justify the grant-in-aid, and include:

- Statement of purpose of the organization and purpose for which the grant is being requested.
- If the organization is an association or society, a list of the current officers and directors.
- If the request is in an amount greater than \$2,000, financial statements for the most recent fiscal year end and a current budget. These documents may be requested by the Board, the Area Director or the Manager of Financial Services for any grant-in-aid application. This policy makes no provisions for audited financial statements

3. Application dates and payments

Grant-in-aid applications must be supported by the Electoral Area Director in order to go before the board. Supported applications will be considered by the Board for approval each month at the regular Board Meeting, however, payment for any approved grants may not be made until after August 1st of the fiscal year in which the grant was approved.

No grants-in-aid applications will go before the Board for approval in the three (3) regular Board Meetings prior to a local government election. In the event of a by-election, only those grant-in-aid applications applicable to the Electoral Area will be suspended until after the by-election.

4. Post-application documentation and certification

Grant-in-aid funds are not to be utilized for any purpose other than that which is identified in the grant-in-aid application. Approved grant-in-aid applications in excess of \$2,000 must provide the following documentation within the earlier of: 1 year of the payment of the grant-in-aid by the CSRD to the recipient organization, upon completion of the project or upon a subsequent grant application:

- Copies of the paid invoice(s) where applicable
- Photographs of project where applicable
- Letter of certification, signed by the authorized signatory for the recipient organization that the grant-in-aid was utilized for the purpose for which the funds were sought.

If the project is not complete within one year of receipt of the grant-in-aid, an extension letter must be provided to the CSRD indicating why the project has been delayed and the new timeline for the project.

Unspent grant-in-aid funds must be returned to the CSRD. Failure to comply with the documentation and certification requirements will render the recipient organization ineligible to receive further grant-in-aid funds.

May 1991

July 1999

August 21, 2014

June 16, 2016



THOMPSON-NICOLA REGIONAL DISTRICT Board Policy Manual

Adopted by Board of Directors Effective Date April 6, 1998	POLICY NO. 5.1.1
Amended by Board of Directors Amendment Date(s): March 4, 2004; March 26, 2009; June 19, 2014	File No: Click here to enter text.
SUBJECT: GRANTS & SPONSORSHIPS	
Category: Finance – Grants & Financial Contributions	

PURPOSE: To establish a policy governing consideration and evaluation of requests for financial assistance as defined under Section 176(1)(c) of the *Local Government Act*.

APPLICATION: This policy applies to members of the public requesting grant or sponsorship funding.

REFERENCE: This policy makes reference to the Board of Directors Delegation Guidelines, available on the TNRD website.
Former policy no. 5.6

POLICY

1. The TNRD does not provide grant or sponsorship funding from the Regional District as a whole.
2. Individuals and organizations requesting funding are to be advised by staff that the TNRD as a whole does not provide grants or sponsorships and does not budget for such grants and sponsorships.
3. Upon request, individuals and organizations may be permitted to appear before the Board of Directors to request a waiver of policy and make request for grants and or sponsorships under the categories of "Arts and Culture" (Electoral Areas) or "General Grant Request".
4. Funds for "Arts and Culture" grants are to be budgeted for annually under each Electoral Area Director's respective budget at an amount approved by the Board of Directors.

5. If funding requests are specific to Federal Gas Tax funds, then individuals and organizations should be directed to make the request to the Electoral Area Directors first, prior to Board consideration.



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Job Posting - Director of Protective Services

Job Posting - Recovery Manager

Preparing for Wildfires in Your Community and on Your Property

Update on Endako, Fraser Lake & Fort Fraser Rural OCP Review

Grant in Aid Application

NOTE TO APPLICANTS:

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.
- If you have any questions or require assistance, please contact the Manager of Administrative Services of the Regional District of Bulkley-Nechako at the above address, or:

Phone: (250) 692-3195 or toll free at 1-800-320-3339

Fax: (250) 692-3305 email: inquiries@rdbn.bc.ca

REGIONAL DISTRICT OF BULKLEY-NECHAKO ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY

PURPOSE

To provide grants to community groups. Non-profit registered societies, organizations, Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area grant in aid requests being considered for funding from the individual Grants-In-Aid budgets.

AUTHORITY

LOCAL GOVERNMENT ACT (Sec. 263(1)(c): the Regional District may provide assistance for the purpose of benefiting the community.

LOCAL GOVERNMENT ACT (Sec. 380)(2)(g): a grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. To be considered for funding, grant requests shall be referred to the Regional Board of the Regional District of Bulkley-Nechako on the recommendation of the Electoral Area Directors. ALL REQUESTS MUST BE IN WRITING.
 - o a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must: clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - o b) Applications that are not submitted on the required form will be returned to the applicant.
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the LOCAL GOVERNMENT ACT.
 - o i) Purpose for which the funding is required.
 - o ii) What funding opportunities have been considered, (ie. fund raising, grants from senior levels of government, etc.).
 - o iii) Benefits to the community as a whole.
 - o iv) Amount of grant requested.
 - o v) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
 - o vi) Whether or not there is an opportunity for individuals to make direct contributions.
3. If a grant in aid is approved the following will apply:
 - o A cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.

- o If the grant exceeds \$1,000, a report must be submitted to the Regional Board inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
4. The Regional Board may at the time of grant approval:
- o a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
 - o b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
5. Applications for Assistance under Section 263(1)(c) of the LOCAL GOVERNMENT ACT will NOT be approved for:
1. Purposes for which the Regional Board identifies as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 2. Purposes disallowed by the LOCAL GOVERNMENT ACT;
 3. Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
6. No grants shall be approved for individuals or for privately-owned businesses

Organization (*)

"must be submitted in the name of the non-profit organization that the cheque will be issued to"

Mailing Address (*)

Your Email (*)

Contact(s)



REPORT

To: Chair and Directors

Date: November 23, 2017

From: Trish Morgan, General Manager of Community Services

Subject: **Updated - Blanket Grant Application Policy**

RECOMMENDATION(S): [All Directors - Corporate Unweighted]

That the Board approve the "Blanket Grant Application Policy" as presented.

BACKGROUND/RATIONALE:

At the December 14, 2017 meeting of the Rural Budgets Administration Committee the following motion was passed:

That the Rural Budgets Administration Committee recommend to the Board to approve the Blanket Grant Application Process Policy as presented.

As this policy applies to grants that are outside of the purview of the Rural Budgets Administration Committee, the Board must also consider where to approve the policy.

The purpose of the "Blanket Grant Application Policy" is to ensure:

- That minimum requirements are established for all grant application processes;
- That all organizations will be treated fairly and consistently throughout the grant application process regardless of what grant they receive or apply for;
- That the approving authority (RBAC or the Board) receive enough information to objectively determine whether a grant will be provided;
- That adequate records of grant applications are collected from organizations and maintained by the Regional District;
- That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them;
- That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers dollars spent supporting community initiatives; and
- That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.

Both the Rural Budgets Administration Committee and the Board provide 150-200 grants on an annual basis. Most apply through an existing grant program (which already meets the requirements of the proposed policy), however, there are a significant number of "historical" grant recipients where the funds are simply budgeted for each year and annually dispersed (e.g., Fort St John Library, North Peace Cultural Centre, HandiDart, Step Up n Ride, Rural Learn to Swim). In other cases, organizations make a presentation to the Board or RBAC (e.g., STARS, Ducks Unlimited, Peace River Cattlemen) and grant approval has been provided but they have not completed an application form and associated information.

Staff Initials:

Dept. Head:

T. Morgan
January 11, 2018

CAO:

Ch. Birk

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One recent example was at a RBAC meeting in where a delegation clearly did not understand where their funds come from, why they receive the funds and that their funding could be amended or changed on a year to year basis. By requiring them to apply for the funds, stipulating conditions of the grant and requiring some form of follow-up, the Regional District will be more accountable for taxpayers dollars and organizations will have a better understanding of how and why they have received funds.

Further, at the November 23, 2017 Committee of the Whole there was discussion regarding when the Board should consider whether a service function should be established (instead of providing a grant) to support ongoing operations for organizations such as the Tumbler Ridge GeoPark, the Tumbler Ridge Museum, STARS, Peace River Cattlemen, etc. The policy proposes that the Regional Board or the Rural Budgets Administration Committee must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.

The policy allows for organizations to apply for multi-year funding up to a maximum of three years. It is hoped that over time that it will reduce the annual volume of grant applications being received, while still being able to effectively support the organizations in our communities.

OPTIONS:

- 1) That the Board provide direction to staff.

STRATEGIC PLAN RELEVANCE:

- Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- Ensure effective execution of Public Safety and Emergency Services initiatives.
- Foster Collaboration on services with municipalities and electoral areas.
- Establish a strategy for coordinated advocacy on identified issues.
- Manage parks and trails in the region.
- Support the agricultural industry within the regional district.
- Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

none

COMMUNICATIONS CONSIDERATION(S):

If approved by the Board, staff will contact groups who have been receiving annual grants that have not required any application in the past, will make them aware of the new process and application requirements and answer any questions they may have.

OTHER CONSIDERATION(S):

If approved by the Board, staff recommend that funds be budgeted as usual in 2018 and prior to release of any funds, that organizations make application and receive the necessary approvals.

Note that for organizations that receive funding as a result of a service establishment function, such as the Tate Creek Community Centre and Chetwynd Library, a five year funding agreement has been drafted that will outline budget requirements, reporting, use of funds per the service establishment bylaws, etc.

Attachments:

- Draft "Blanket Grant Application Policy"

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-??-??
Section:	Grant Administration	Issued:	
Subject:	Blanket Grant Application Process	Effective:	
Board Resolution # and Date:		Page:	1 of 4
		Replaces	none
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	November 23, 2017
Approved by:	Chris Cvik, CAO		

1. POLICY

- 1.1 All external organizations receiving grants from the Peace River Regional District, must complete a Peace River Regional District grant application consisting of:
- Organization name
 - Organization address
 - Primary contact information for the organization
 - Society incorporation number
 - Amount requested
 - Reason for grant request
 - Project or event budget
 - Current financial statements
- 1.2 The Regional Board or the Rural Budgets Administration Committee may develop and approve individual grant funding programs with guidelines specific to those programs, so long as the guidelines do not contravene this policy. Additional information may be requested under individual grant program guidelines.
- 1.3 Grant payments to organizations will not be processed unless a grant application has been received and approved by the appropriate approving authority being either the Regional Board or the Rural Budgets Administration Committee.
- 1.4 The Regional Board or the Rural Budgets Administration Committee may approve multi-year grant funding commitments up to a maximum of 3 consecutive years.
- 1.5 The Regional Board or the Rural Budgets Administration Committee must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.

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- 1.6 That all organizations approved for a grant, will receive a letter outlining the conditions of the grant and reporting requirements within 30 days of approval.
- 1.7 That all organizations that are not approved for a grant will receive a letter within 30 days of being declined.
- 1.8 Organizations approved for multi-year grants must submit on an annual basis a report which includes the following:
 - a. if the project was completed (where applicable)
 - b. if all funds were spent and if not, their plans to spend remaining funds
 - c. participation numbers (if applicable)
 - d. a photo
- 1.9 That failure to abide by the conditions of the grant and/or reporting requirements may result in the one or more of the following:
 - a. grant claims being denied
 - b. organizations being required to repay grants
 - c. cancellation of future funding commitments

2. PURPOSE

- 2.1 To ensure that all organizations applying for grants from the Regional District will be treated fairly and consistently throughout the application process and regardless of the type of grant they are applying for.
 - 2.2 To ensure that the Regional Board or the Rural Budgets Administration receive information needed to objectively determine whether a grant will be provided.
 - 2.3 To ensure collection of adequate and consistent records of grants applied for and approved by the Regional Board or the Rural Budgets Administration.
 - 2.4 That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them;
 - 2.5 That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers' dollars spent supporting community initiatives;
 - 2.6 That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.
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3. SCOPE

3.1 The “Blanket Grant Application Process” policy applies to all grant applications.

4. RESPONSIBILITY

4.1 The Chief Financial Officer and General Manager of Community Services are responsible to ensure that all grants provided follow the minimum standards set by the “Blanket Grant Application Process.”

5. DEFINITIONS

5.1 GRANT: Is any sum of money provided by the Regional District to an organization for the purpose of assisting the organization with hosting an event or conducting a project that benefits the organization and/or community at large.

5.2 SPONSORSHIP: Is considered a request for a grant.

5.3 APPLICATION: Is a formal written request for grant funding.

5.4 OPERATIONAL FUNDING: Is funding provided to support general operations such as rent or mortgage payments, wages and overhead, advertising and marketing, etc.

5.5 SERVICE AREA: Is the establishment of a service through an approval process defined under the *Local Government Act*, to provide annual funding to support an organization.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.1 This policy applies to existing and future grant programs including but not limited to:

- a. Rural Recreational and Cultural Grants-in-Aid
- b. Search and Rescue Grants-in-Aid
- c. Recreational Trails Grants-in-Aid
- d. Regional Grants to Community Organizations
- e. Rural Gas Tax Grants
- f. Fair Share Grants
- g. Peace River Agreement Grants
- h. Economic Development Grants
- i. Cemeteries Grants
- j. Regional Recreation Grants

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7. PROCEDURE

- 7.1 All grant application forms, policies and guidelines will be made available to organizations on the Regional District website or by request by email, in-person or by phone.
- 7.2 Upon receipt of a grant application by the Regional District, staff will forward applications to the Community Services Department for review.
- 7.3 Community Services staff will:
- a. review and assess all applications to ensure they meet program guidelines and policies
 - b. determine which grant program the application is best suited
 - c. endeavour to work with organizations to request that they submit missing information prior to submission to the Regional Board or the Rural Budgets Administration Committee for consideration
 - d. submit a report to the Regional Board or Rural Budgets Administration Committee (or the applicable committee to make recommendation to the Board) with the grant application
- 7.4 Upon approval of grants by the Regional Board or Rural Budgets Administration Committee, successful applicants will be provided a letter outlining:
- a. conditions of the grant
 - b. reporting requirements
 - c. claim procedures (where applicable)
 - d. deadline for claiming the grant (where applicable)
 - e. recognition requirements
- 7.5 Unsuccessful applicants will be provided a letter in writing with the resolution from the Regional Board or Rural Budgets Administration Committee.
- 7.6 The Community Services and Financial Services departments will keep accurate records of all grant applications, approvals, claims and payments.