

# Grants for Assistance

## D2.1 Grants for Assistance Policy



## Regional Board Policy

### Grants for Assistance Policy

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<b>Office of Primary Responsibility:</b> Administration Department		
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### **PURPOSE:**

The purpose of this policy is to clarify and codify the processes and procedures regarding the availability, application, review and disposition of applications for Grants for Assistance in the Cariboo Regional District.

### **POLICY:**

The Cariboo Regional District wishes to allow for the Electoral Areas to choose whether to provide Grants for Assistance to groups and organizations pursuant to the provisions of the *Local Government Act*. Therefore, the Cariboo Regional District shall formulate and adopt procedures to govern the availability of, and the application for and awarding of Grants for Assistance by community groups and organizations.

### **1. Principles**

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

- a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral

Area is not participating in part or all of the Grants for Assistance Program, or to establish financial limits to their participation.

- b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.
- c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.
- d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.
- e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.
- f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

## **2. Grants for Assistance Programs**

- a) The Cariboo Regional District will offer two Grants for Assistance programs. These are:
  - b)
    - i. The Annual Intake Grants for Assistance Program
    - ii. The Year-Round Intake Grants for Assistance Program.
  - c) Electoral Area Directors are deemed to be participants in both the Annual Intake and Year-Round Intake Grants for Assistance Programs. Should an Electoral Area Director not wish to participate in one or both of the programs they shall notify the Chief Financial Officer, in writing (emails are acceptable), no later than July 15<sup>th</sup> of each year for the following year. The Chief Financial Officer shall make the necessary adjustments to the Financial Plan, as well as informing the other departments that are involved in the Grants for Assistance Program.

### **Annual Intake Grants for Assistance**

## 1. Application

The Cariboo Regional District Board adopts the following procedure for the consideration of applications for assistance:

- a) Public notice will be given annually, by newspaper advertisement, posting on the CRD website, or such other means of communication as the Board may stipulate, that the Cariboo Regional District will be accepting applications for assistance.
- b) The public notice will include the deadline for receipt of applications and information on the application process.
- c) Applications for the Annual Intake for Grants for Assistance Program will be received at the Cariboo Regional District Office in Williams Lake, 100 Mile House or Quesnel prior to September 30th of the year prior to the budget from which funds are being requested.
- d) Applications must be submitted on the form provided by the Regional District.
- e) Applications shall be available for downloading from the Cariboo Regional District website or in hard copy from its offices in Williams Lake, 100 Mile House and Quesnel.
- f) Applicants must:
  - i. Identify the organization requesting the funding including the status of the organization, i.e. unregistered not for profit group, registered not for profit society under provincial or federal legislation, registered charity in accordance with the Income Tax Act
  - ii. provide contact information
  - iii. describe the project or event for which funding is requested, including the communities the event or project is intended to serve
  - iv. identify partners and other governments/agencies from which funding has been requested
  - v. identify the budget for the project or event and the amount being requested from the Cariboo Regional District
  - vi. identify previous grants received from the Cariboo Regional District

- vii. describe how the applicant benefits the community generally and how the financial assistance being requested from the Cariboo Regional District would benefit the community specifically and describe how the organization will publicly recognize the financial assistance provided by the Cariboo Regional District.

## 2. Evaluation

- a) Staff will review applications as they are received and will contact applicants regarding any non-conformities or deficiencies (e.g. missing information, wrong form, previous reports not submitted). If the deficiencies are not corrected by the time the application is placed on an agenda for Committee consideration, the application will be considered in contravention of policy.
- b) Following the deadline for receipt of applications, staff will review the applications and prepare a report which identifies:
  - i. Applications received on the incorrect form, with incomplete information or after the September 30th deadline.
  - ii. Applications which do not conform to policy (i.e. the Applicant has failed to provide the required reporting on previous grant approvals to staff).
- c) All applications for Grants for Assistance, including those addressed in the staff report prepared pursuant to section 4(n) shall be forwarded to the designated Committee(s) of the Board, along with the staff report
- d) The Committee will review, evaluate and prioritize all applications and will provide recommendations to the Board prior to the approval of the Provisional Budget.
- e) Reasonable efforts shall be made to avoid duplication with the Grants for Assistance program of any of the member municipalities.
- f) The following shall be considered in evaluating and prioritizing the applications for assistance:
  - i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
  - ii. Does the organization have the capacity to deliver the proposed project or event?

- iii. Is the amount of grant reasonable when compared with the potential community benefits?
  - iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
  - v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?
- g) Applications for Assistance will NOT be approved for:
- i. Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.
  - ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
  - iii. Purposes disallowed by the Local Government Act.
  - iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
  - v. Applications that do not conform with the provisions or intents of this policy.

### **3. Award**

- a) Applicants will be advised:
- i. After close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.
  - ii. Upon issuing of the grant cheque, that the Cariboo Regional District's financial contribution is subject to specified conditions.
- b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

- c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:
  - i. use to which the grant funds were put
  - ii. success of the project or event
  - iii. benefits of the project or event
  - iv. photographs where appropriate
- d) Failure to provide a report will result in the rejection of future grant applications.
- e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.
- f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.
- g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

### **Year-Round Intake Grants for Assistance**

#### **1. Application**

The Cariboo Regional District Board adopts the following procedure for the consideration of applications for assistance in the Year-Round Intake Program:

- a) Applications for the Year-Round Intake for Grants for Assistance Program will be received at the Cariboo Regional District Office in Williams Lake, 100 Mile House or Quesnel throughout the year.
- b) Applications must be submitted on the form provided by the Regional District.
- c) Applications shall be available from Electoral Area Directors, and staff will refer all prospective applicants to the appropriate Electoral Area Director(s).
- d) Applicants must:
  - i. identify the organization requesting the funding including the status of the organization i.e. unregistered not for profit group, registered not for profit

society under provincial or federal legislation, registered charity in accordance with the Income Tax Act

- ii. provide contact information
- iii. describe the project or event for which funding is requested, including the communities the event or project is intended to serve
- iv. identify how the requested funds will be utilized in their event or project
- v. identify previous grants received from the Cariboo Regional District
- vi. describe how the applicant benefits the community generally and how the financial assistance being requested from the Cariboo Regional District would benefit the community specifically and describe how the organization will publicly recognize the financial assistance provided by the Cariboo Regional District.

## **2. Evaluation**

- a) Application received as part of the Year-Round Intake are referred directly to the Board.
- b) Reasonable efforts shall be made to avoid duplication with the Grants for Assistance program of any of the member municipalities.
- c) The following shall be considered in evaluating and prioritizing the applications for assistance:
  - i. Is the purpose for which funding is requested, consistent with the purpose and principles of the Grants for Assistance program?
  - ii. Does the organization have the capacity to deliver the proposed project or event?
  - iii. Is the amount of grant reasonable when compared with the potential community benefits?
  - iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
  - v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

- d) Applications for Assistance will NOT be approved for:
  - i. Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.
  - ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
  - iii. Purposes disallowed by the Local Government Act.
  - iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
  - v. Applications that do not conform with the provisions or intents of this policy.

### **3. Award**

- a) Applicants will be advised
  - i. That their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.
  - ii. Upon issuing of the grant cheque, that the Cariboo Regional District's financial contribution is subject to specified conditions.
- b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.
- c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:
  - i. use to which the grant funds were put
  - ii. success of the project or event
  - iii. benefits of the project or event
  - iv. photographs where appropriate

- d) Failure to provide a report will result in the rejection of future grant applications.
- e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.
- f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.
- g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

## **FINANCIAL**

1. The payment of funds for those Applications for Assistance approved by the Cariboo Regional District Board will be made in April of the budget year for which the assistance was approved. In the case of applications received outside of the main intake process, funds will be distributed as soon as possible following approval, within the budget year for which they are approved.
2. Electoral Area Grants for Assistance are capped based on each Electoral Area's assessment and shall not exceed the amount that would be obtained by a tax of \$0.10 per \$1,000 on the net taxable value of land and improvements in each electoral area.
3. The Grants for Assistance amounts approved through the main intake process will be included in the preliminary budget, along with an additional unallocated amount of up to \$5,000 per Electoral Area (subject to remaining within the legislated maximum). Funding for applications received and approved outside of the main intake process will be drawn from the unallocated balance of Grants-for Assistance funding for the applicable Electoral Area.

## **PARTNERSHIP**

1. The Board may authorize the provision of Grants for Assistance in partnership with or through a third-party organization acting as its agent. Eligible partners or agents include community foundations, hospital/health foundations, and municipalities.
2. Where the Board agrees to provide Grants for Assistance through a third-party partner or agent, an agreement must be negotiated which specifies the conditions of the partnership or agency. Such conditions may include roles of the parties, specification of the amount and timing of funding, constraints on the type of projects or events for which funds can be used, reporting requirements, recognition requirements, admin fee charged, or other.

3. Where third party partners or agents require applicants to be registered charities, the Cariboo Regional District will not normally provide sponsorship for applications of organizations lacking charitable status.
4. The Cariboo Regional District may consider direct funding of unregistered charitable organizations which would otherwise qualify for funding by the third-party partner.

**\*\*\* END OF POLICY \*\*\***

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Yes	October 22, 2021	2021-10B-21
Yes	June 19, 2020	2020-6-30
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