

FINANCIAL ADMINISTRATION

GRANTS – MUNICIPAL GRANTS IN AID

FIN.19

POLICY

Date Policy Adopted: October 19, 1987
Date Policy Amended: May 21, 1991
Date Policy Amended: July 4, 1994
Date Policy Amended: August 2, 1994
Date Policy Amended: December 5, 1994
Date Policy Amended: January 2, 1996
Date Policy Amended: January 15, 1996
Date Policy Amended: January 20, 1997
Date Policy Amended: October 6, 1997
Date Policy Amended: June 19, 2000
Date Policy Amended: August 21, 2000
Date Policy Amended: November 20, 2000
Date Policy Amended: February 19, 2001
Date Policy Amended: April 2, 2001
Date Policy Amended: April 2, 2002
Date Policy Amended: May 5, 2003
Date Policy Amended: January 4, 2010
Date Policy Amended: January 23, 2012

Council Resolution Number: 24
Council Resolution Number: 1072
Council Resolution Number: 94/597
Council Resolution Number: 94/670
Council Resolution Number: 94/1044
Council Resolution Number: 96/20
Council Resolution Number: 96/40
Council Resolution Number: 97/052
Council Resolution Number: 97/924
Council Resolution Number 00/552
Council Resolution Number: 00/754
Council Resolution Number: 00/1010
Council Resolution Number: 01/119
Council Resolution Number: 01/310
Council Resolution Number: 02/317
Council Resolution Number: 03/537
Council Resolution Number: RC10/015
Council Resolution Number: RC12/038

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided from its Legislative budget for all municipal grants in aid including: Community Enhancement grants, In-Kind Contribution grants, Special Events grants and Community Event grants. All grants approved by Council will be funded from this budget.

"Community Enhancement" grants are intended for Mission based community groups in the arts, cultural, recreational or social services fields.

"In-Kind Contribution" grants are based on the provision of municipal property, materials or resources to an applicant, and do not include the provision of cash funds either to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include the estimated value of the application under consideration.

"Special Events" are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and which has the participation of more than one organization.

"Community Event" is defined as a recurring event that Council has determined provides some significant benefit to the broad community, and is open to all members of the public without charge. Community Events Grants are limited to not more than \$5,000.00 per event annually.

Applicants for a Community Events Grant are required to provide the following information:

- Objectives of the event.
- Targeted audience of the event.
- Projected number of attendees for the event
- Proposed advertising and promotion of the event
- Actual number of attendees at the event for the past 3 years, if it is an annual event.
- Amount of projected local spending to hold the event.

All other grants will be considered to be Community Enhancement grants.

Typically Community Enhancement grants, Special Events grants and Community Events grants will be in the form of direct cash funding support to, or on behalf of, the applicant.

Eligibility

A Mission based community group in the arts, cultural, recreational or social services field may apply for a grant if:

1. it is not commercial in nature;
2. it is incorporated, either under the *Societies Act of British Columbia* or under any federal act as a charitable organization, or, in the event that the funding applied for is equal to or less than \$500.00, it is an unincorporated group with a written constitution which evidences objectives which are charitable in nature;
3. it has demonstrated sound financial and administrative management;
4. there is demonstrated financial need;
5. it complies with the provisions contained in Section 181 of the *Local Government Act*, or as may be amended from time to time; and
6. funding would benefit the residents of the District of Mission.

Organizations which operate a community facility as defined by Council may apply for tax exempt status or a grant toward current taxes on property owned by the applicant or the municipality.

Applications

All grant applications shall be directed to the Deputy Director of Corporate Administration or his/her delegate, on or before March 1st of each year, or such other date as Council may direct.

In keeping with this policy, requests for Special Events grants may be applied for at other times of the year.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. the adopted constitution of an unincorporated group, or, in the case of a body corporate, a copy of its incorporation documents setting forth its objectives and goals ONLY if applying for the first time;
2. the service the organization provides to the community;
3. the amount of financial assistance required;
4. the benefits in the community to result from the grant;
5. the degree of other community support or sponsorship;
6. a detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and donation;
7. financial statements from the immediately preceding fiscal year,
 - (i) signed by two directors in the event that the applicant is an unincorporated body, and the funding requested is equal to or less than \$500.00; or
 - (ii) as required by the Societies Act or other incorporating legislation, however, in the event that the funding requested by a body corporate is greater than \$5,000.00, then the financial statements must be reviewed and/or audited by an independent and qualified accountant;
8. if the applicant has received grants funding in the past, a detailed accounting of the expenditure of such funds; and
9. a current list of Board members and number of full and part time employees.

Incomplete applications will be returned. Returned submissions which are not resubmitted by the March 1 deadline in corrected form will not be considered for funding. It is strongly suggested that submissions be tendered early, and applicants are encouraged to consult with the Deputy Director of Corporate Administration or his/her delegate for assistance prior to submitting an application.

By way of example only, applications which are not signed, do not evidence an incorporation number, or do not have the proper financial statements or accounting for previous funds attached, will be rejected by the Deputy Director of Corporate Administration and returned to the applicant.

Criteria

Applications will be reviewed having regard to the extent to which a proposal positively contributes to the community and the extent to which a proposal meets the following criteria:

1. past financial performance;
2. organization has a large number of volunteers and a broad base of community support;
3. activity/program is accessible to a large portion of the community's residents;

4. activities are consistent with the aims, objectives and standards of the District;
5. contributions toward travel expenses from individuals or teams will be considered only for travel to international, national or Western Canadian events where the individual or team are current provincial champions;
6. preference will be given to applications with at least 50 per cent of required funding coming from sources outside the funds sought from the District;
7. preference will be given to applications providing programs for youth and/or seniors.

Notwithstanding that an applicant may meet the criteria noted, Council will not consider grants for:

1. non-profit societies operating at regional, provincial or federal level and conducting fundraising by means of tag days, mail outs, door-to-door campaigns, or other forms of advertising;
2. organizations which receive a fee for service from the District, unless the application is for a program other than the fee for service program.

Procedure

Incomplete applications for any grants will not be forwarded for consideration.

Grants for Council Review

Completed applications for Special Events grants, In-Kind grants and Community Events grants (all as defined by this policy) which are received by the March 1 application deadline will be forwarded to Council for review and consideration.

Recognizing that unique and beneficial “special events” may also arise from time-to-time outside of the timelines noted in this policy, applications for “Special Events” grants received after the March 1 application deadline will be forwarded directly to Council for its consideration.

Applications for Special Event grants will be reviewed by Council subject to the following:

1. Council will not consider applications made after the March 1 deadline if the same event has already been considered by the Municipal Grants Select Committee;
2. if these special events are intended to be recurring in future years, all future applications for the event must occur on or before March 1, and be forwarded to the Municipal Grants Select Committee for review.

Council will consider the past demonstrated fiscal responsibility of applicants when considering grant requests for repeat events, giving consideration to economic and qualitative benefits to the community in instances when a reduction in funding for repeat events is not deemed appropriate.

Grants for Grants Select Committee Review

All other completed grant applications which are received by the March 1 application deadline will be forwarded to the Municipal Grants Select Committee (the Committee) for review.

The Committee will consider the past demonstrated fiscal responsibility of applicants when considering grant requests for repeat events. The Committee will also identify economic and qualitative benefits to the community in instances when a reduction in funding for repeat events is not deemed appropriate.

The Committee will review each application and make recommendations to Council through the Committee of the Whole, regarding which grants should be approved and the amount to be approved, always subject to funding availability.

Payment

No grants in aid can be paid until after adoption of the District annual budget. All payments are subject to the following:

1. the term of a grant shall be for one year only;
2. applicants are advised that grants may not be continued from year to year;
3. renewals are not automatic nor is any increase in funds;
4. no grants will be made to pay for past deficits incurred by nonprofit societies;
5. all applicants must submit an evaluation of the use of the funds at either the end of the event/project or the calendar year, whichever occurs first. Failure to provide an evaluation will result in future grant requests not being considered.