



Fee for Service Grant Application

The deadline for submission of grant applications is **OCTOBER 1st** of the year preceding the year in which the grant is to be utilized. Submit to the Director of Corporate Administration, District of Mission, 8645 Stave Lake Street, Mission, B.C. V2V 4L9 (604-820-3700)

NAME OF ORGANIZATION:

Incorporation Number:

Contact Person:

Mailing Address:

City/Province:

Telephone:

Postal Code:

Amount of grant requested: \$

1. Outline the goals, objectives and activities of your organization. (Attach a separate sheet if necessary)

2. Describe the service your organization provides to the community. (Attach a separate sheet if necessary).

3. Describe how you propose to utilize the funds for which you are making application and what benefits to the community will result from the grant. (Attach a separate sheet if necessary).

4. What other community support or sponsorship exists for this project? (Attach a separate sheet if necessary).

The following documentation must be attached:

1. **Detailed proposed budget for the future year**, including expenditures, revenues (including all other grants and donations), operating and overhead costs, paid staff hours and total salary costs, volunteer hours and where applicable, operating hours.
2. **Financial Statements for the current or previous fiscal year** reviewed and/or audited by an independent and qualified accountant.
3. **Current list of officers, executive and other board members** of the organization at the time of application.
4. **Minutes of the last annual general meeting.**
5. **Annual Report** detailing the benefits provided to the community as a result of the grant received the previous year.

Certification by authorized signatory:

I hereby certify that I have read District of Mission Grants Policy FIN. 18 (on reverse), that this application complies with its requirements and that the information contained in this application is complete and correct.

Signature:

Title:

Name:

Date:

**FINANCIAL ADMINISTRATION
GRANTS – FEE FOR SERVICE
POLICY FIN. 18**

The purpose of fee for service grants is to provide contributory funding to organizations that in the opinion of council provide a beneficial service to the community that assists the District to meet its priorities, and that might otherwise have to be provided by the District.

Eligibility

The following organizations are currently considered by council on a fee for service basis. Inclusion in this policy does not obligate or guarantee that funding will be forthcoming for a particular year by the District of Mission. Funding is dependant on the District's financial capability in relation to the various financial priorities as established by council, recognizing that the District will not be the sole source of funding.

1. Mission & District Chamber of Commerce
2. Mission Heritage Association
3. Mission Historical Society
4. Mission Adopt-A-Block Society
5. Lifetime Learning Society
6. New Horizons Lawn Bowling Society
7. Fraser Valley Humane Society
8. Mission Arts Council

Applications

A fee for service grant application in the prescribed form must be forwarded to the director of corporate administration on or before October 1st of each renewal period, together with the following information:

1. The organization's goals, objectives and activities.
2. A list of officers / executive and other board members of the organization at the time of the funding application.
3. The specific service(s) the organization provides to the community.
4. The amount of financial assistance requested.
5. The benefits in the community to result from the grant.
6. The degree of other community support or sponsorship for the service(s) for which the funding application is made.

7. Where applicable, the number of visits to the organization's facilities and/or events in the past year.
8. The proposed budget for the future year, detailing:
 - (a) expenditures and revenues, including a list of all other grants and donations
 - (b) operating and overhead costs
 - (c) paid staff hours and total salary costs
 - (d) volunteer hours
 - (e) where applicable, operating hours.
9. Financial statements for the previous year reviewed and/or audited by an independent and qualified accountant.
10. Minutes of the last annual general meeting.
11. An annual report detailing the benefits provided to the community as a result of the grant received the previous year.

Review of Applications

Applications will be reviewed by staff upon receipt, and forwarded to council for consideration in November as part of the provisional budget review. Council will make a decision regarding fee for service funding for the coming year(s), in order to inform the organization in December what their funding will be for the following year.

Payment

Fee for service payments shall be forwarded to the organization in January of each year.

Term of Agreements

To provide certainty for District financial planning and for fee for service organizations, fee for service agreements shall generally be for a three year term and shall terminate concurrently. All agreements will include a termination clause for lack of performance.

Funding for any newly approved fee for service organization(s) will initially be for the remaining portion of the fiscal year for which the funding is approved, and thereafter may be extended to terminate concurrently with all other fee for service agreements based on performance and realized benefits to the community.