



## Grant Application

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

NAME OF ORGANIZATION:

Incorporation Number:

Contact Person:

Mailing Address:

City/Province:

Telephone:

Postal Code:

**Amount of grant requested: \$**

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

2. 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).

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

### The following documentation must be attached:

1. **Constitution** (ONLY if applying for the first time OR if the constitution has been amended)
2. **Current list of Board members and number of employees (full time and part time)**
3. **Detailed proposed budget for the current year**, detailing expenditures and revenues, **including a list of all other grants and donations**
4. **Financial statements for the previous fiscal year** (see *Applications* items 7 and 8 on reverse), **including a separate, detailed evaluation of the use of funds** at either the end of the event/project or the calendar year, whichever occurs first

### Certification by authorized signatory:

*I hereby certify that I have read District of Mission Grants Policy FIN. 19 (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 - MUNICIPAL GRANTS IN AID  
POLICY FIN. 19**

**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 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 OR if the constitution has been amended;
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;
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 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 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 percent 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 time lines 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 Advisory 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 Advisory 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 Advisory Committee Review

All other completed grant applications which are received by the March 1 application deadline will be forwarded to the Municipal Grants Advisory 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 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.