

# FINANCIAL ADMINISTRATION

## GRANTS – FEE FOR SERVICE

FIN.18

### POLICY

Date Policy Adopted: December 5, 1994  
Date Policy Amended: January 20, 1997  
Date Policy Amended: September 28, 1998  
Date Policy Amended: November 15, 1999  
Date Policy Amended: March 22, 2004  
Date Policy Amended: June 7, 2004

Council Resolution Number: 94/1043  
Council Resolution Number: 97/052  
Council Resolution Number: 98/900  
Council Resolution Number: 99/1063  
Council Resolution Number: 04/420  
Council Resolution Number: 04/741

The purpose of Fee for Service grants is to provide funding to organizations that in the opinion of Council provide a beneficial service to the community 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.

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

## Applications

All required background for the Fee for Service Grant should be forwarded to the Director of Corporate Administration on or before October 1st each year and shall be submitted on the Fee for Service application form attached together with the following information and documentation:

1. The organization's goals, objectives and activities;
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. The number of visits to the organization's facilities and/or events in the past year;
7. A detailed proposed budget for the future year, detailing expenditures and revenues, including a list of all other grants and donation;
8. Financial statements for the previous year reviewed and/or audited by independent and qualified accountant;
9. Minutes of the last annual meeting.
10. The applicant provide a summary of benefits provided to the community as a result of the grant received the previous year.

Applications will be reviewed by Municipal staff and forwarded to Council for consideration in November as part of the Provisional Budget review and a decision regarding Fee for Service funding for the coming year shall be forwarded to the organization in December. Aside from the information requested under items 1 through 8, the applicant should include in the proposal, if applicable, staffing levels and operating hours for any of the proposed activities to be undertaken by the organization.

## Payment

1. Grant payments on the Fee for Service basis shall be forwarded to the organization in January of each year.