

		POLICY AND PROCEDURE MANUAL	
Category: Finance	Number: FIN.50(C)	Name: Municipally Funded Grants Policy	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Senior Management Team <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Corporate Administration			
Date Adopted: July 6, 2015		Council Resolution No: RC15/366	Date to be Reviewed: January 2016
Manner Issued: Mail, email and website		Related Policies, Reference: N/A	

PREAMBLE:

The adoption of this policy by Council Resolution includes the repeal of policy number FIN.18 and FIN.19.

BACKGROUND:

Municipalities in British Columbia may:

- provide any service through another organization
- provide grants to organizations by Council resolution

PURPOSE:

The Municipally Funded Grant types are as follows:

- Community Enhancement Grant
- Community Event Grant
- Special Event Grant

The Municipally Funded Grants Program is designed to assist:

- local community-minded organizations offering events and services that facilitate the arts, cultural, recreational or social service functions, (Community Enhancement, Community Event and Special Event Grants)

POLICY:

1. Process

- (a) Council will consider applications for Municipally Funded Grants annually. Notification will be advertised in the local newspaper and on the District website.
- (b) Applications must be submitted to the District using the prescribed application form, (included with this policy), on or before July 15th of each year unless otherwise designated in the annual notification. A select committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.
- (c) Applications received after July 15 will not be considered.

- (d) All applications should include copies of the following in order to receive optimal consideration:
- i. Constitution (if not previously provided or if changes have occurred);
 - ii. Current list of board members;
 - iii. Annual general meeting minutes, (including manager's report, if applicable);
 - iv. Detailed proposed budget for the current year, listing expenditures and revenues, including a list of all other grants and donations;
 - v. Financial statement (in the form attached to the grant application);
 - vi. Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and
 - vii. Identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.
- (e) The committee report to Council will highlight relativity to the eligibility criteria.
- (f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

2. Eligibility Criteria (*Select Committee members are ineligible to apply for District Grants*)

- (a) Organization's Mandate:
- i. Community Enhancement Grants:
Are intended to assist organizations in the provision of local community focused activities. The grants will be awarded to community groups with a physical presence in Mission, in the fields of the arts, cultural, recreational or social services.
 - ii. Community Event Grants:
Are intended to support recurring events that Council has pre-determined provide a significant benefit to the community as a whole and is open to all members of the public without charge. Typically, such grants are limited to not more than \$5,000 per event annually.
 - iii. Special Event Grants:
Are intended to support one-time events that are of a cultural, social or recreational significance to the community, and that are open to the community at large.
- (b) Nature of Organization:
- i. Community Enhancement, Community Event and Special Event Grant Eligibility:
 - Is not commercial in nature;
 - 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, is an unincorporated group with a written constitution which evidences objectives which are charitable in nature;
 - Has demonstrated sound financial and administrative management;
 - Has demonstrated financial need; and
 - Funding would benefit the residents of the District of Mission.

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
FIN.50	2015-07-16				RC15/366
FIN.50(C)			Y	2017-01-16	RC17/009
FIN.50(C)			Y	2018-05-07	RC18/240
FIN.50(c)			Y	2019-09-16	RC19/552