

		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 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:

- Fee for Service Grant
- Community Enhancement Grant
- Community Event Grant
- Special Event Grant

The Municipally Funded Grants Program is designed to assist:

- local not-for-profit incorporated organizations or Community Contribution Companies (CCC) with delivery of services to the community that otherwise would likely be offered by the District, (Fee for Service Grants)
- local community-minded organizations offering events and services that facilitate the arts, cultural, recreational or social services 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 within 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;
 - ii. Current list of board members and number of employees, (full time and part time);
 - iii. Annual general meeting minutes, (including manager's report, if applicable);
 - iv. Detailed proposed budget for the current year, detailed expenditures and revenues, including a list of all other grants and donations;
 - v. Financial statements for the previous fiscal year;
 - 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, (salary, honorarium or contract) 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 (*selection committee members are ineligible to apply for District Grants*)

- (a) Organization's Mandate:
 - i. Fee for Service Grants:
Primarily must support a service or program that otherwise would likely be offered by the District. Staff Liaisons will be appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the District.
 - ii. Community Enhancement Grants:
Are intended to assist the organization 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.
 - iii. Community Event Grants:
Are intended to support recurring events that Council has pre-determined provide a significant benefit to the broader community 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.
 - iv. Special Event Grants:
Are intended to support one-time events that are of a cultural, social or recreational significance to the community, and that is open to the community at large.
- (b) Nature of Organization:
 - i. Fee for Service Grant Eligibility:
 - Be registered as a not-for-profit incorporated society in British Columbia;
 - Be located in the District of Mission;
 - The general membership of the organization applying for a grant must consist of at least 50% of Mission's residents; and

- Be able to demonstrate that they are able to match the District's contributions in either other donation dollars or in-kind services.
- ii. Community Enhancement, Community Event & 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, it 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;
 - 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)	2017-01-16		Y	2017-01-16	RC17/009
FIN.50(C)	2018-05-07		Y	2018-05-08	RC18/240