

# District of Vanderhoof Policies



## 5.4 Grant in Aid Policy

**Initiated:** March 2019

**Updated:**

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### PURPOSE

The District of Vanderhoof provides grants in aid to financially assist not-for-profit community groups in good standing that are non-partisan and non-denominational for a specific project. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on an annual basis for the following fiscal year and continuing support should not be anticipated.

### POLICY STATEMENT

The funds available for grants are limited, subject to budgetary constraints, and may not be sufficient to fund any or all requests for grants made in any one year. There is no obligation on Council to award a grant in aid in any given year. Considerations in authorizing grants include if the grant will: benefit a large number of residents, is for start-up or early stage support (and not ongoing operation budgets), enables a unique experience for a large number of residents, or will promote the community, its strength or quality of life. Subject to the number and type of applications and funds requested each year, groups previously awarded grants may not be considered. Awarding of grants is at Council's discretion and if granted, are authorized in the annual Five Year Financial Plan Bylaw.

### POLICY

This policy provides for a maximum of \$2,500 per group.

Groups excluded from this policy maximum, but subject to all other requirements included in this policy, are organizations that are partnered on specific initiatives with the District of Vanderhoof or provide a service that the District deems essential to the community and falls under district operations.

Each year the District shall advertise the availability of grants in aid and the requirement for a formal grant in aid application for the coming year. Individual groups will not be contacted.

Applications received after the closing date will not be considered. Applications will not be held until the next intake, the applicant will have to make application for the appropriate intake.

An application will not be accepted from any group or organization with outstanding debts to the Municipality.

The application **MUST** demonstrate a financial need for a specific program or project. Grants will not be given for the sole purpose of building reserves.

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Any group that wishes to apply for a grant in aid must meet the requirements of this policy and submit to the District of Vanderhoof Office:

- Written justification for the grant
  - The latest financial statement for the organization
  - The projected income and expense statements for the group and the specific project in which the grant monies would be expended
  - A demonstration of the benefit to the community of the groups work
  - A completed application form
1. PROGRAMS/ACTIVITIES/EVENTS MUST:
    - Strengthen and enhance the well-being of our community
    - Be of benefit to the District of Vanderhoof and its residents
    - Promote volunteerism
    - Address community needs
    - Improve the community's ability to identify needs and to implement self-help programs
    - Promote culture, recreational and social understanding
    - Be well publicized in the community
    - Be non-partisan and non-denominational
  2. PROGRAMS/ACTIVITIES/EVENTS MUST NOT:
    - Offer direct financial assistance to individuals or family
    - Duplicate services that fall within the mandate of either a senior government agency or local agency, except where there is an established need
    - Be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc
  3. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
  4. Preference will be given to requests that show initiative to work toward financial independence. It should be goal of each organization to reduce the amount of financial support requested from the District of Vanderhoof in each subsequent year.
  5. Applications for grants will not be eligible if the organization proposes to, in turn, grant a portion of the grant received to other organizations.
  6. Generally, if the District provides the facility or funds the organization through an existing grant, generally no grant request will be considered.
  7. Grants are intended to indicate the District's support and encouragement of a venture, and should not be expected to substantially fund any undertaking.

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## 8. INELIGIBLE PROPOSALS UNDER THIS POLICY:

- Proposals requesting funding for sports organizations for competition travel expense
- Monies to subsidize a commercial organization
- Annual expenses such as rents, lease or insurance payments
- Remuneration (wages, salaries, other fees)
- Projects that duplicate projects, programs or services or events already provided within the District of Vanderhoof
- Assistance for the payment of property taxes or other programs or services legislated by other levels of government
- Proposals for support of research activities, staff training or professional activities
- Proposals from individuals
- Proposals from groups that did not submit the required financial information from grants received in previous years
- Debt retirement, interest payments or reserves
- Cost of developing a proposal or undertaking a facility study
- Endowment funds

## **POLICY PROCEDURES**

An organization applying for a grant in aid must provide the following information to the District before October 31<sup>st</sup> in any given year, for the following year budget. In order to have its application considered by Council the application must include:

- Name of organization and its purpose
- Names of directors of the organization
- Name and contact information for the individual making the application
- Description of the project or event for which funding is requested
- Indicate whether the project or event is already provided in the community
- Identify the beneficiaries of the project/event and the number who are District of Vanderhoof residents
- Indicate the total cost of the project or event
- Indicate other sources of funding for the project or event
- Indicate whether an application to other local governments has been made
- Indicate the volunteer labour ( including the number of District of Vanderhoof volunteers) and in-kind donations to be contributed towards the project/event by the members of the organization
- A business plan showing how the organization intends to become more self-sufficient and less reliant on District Grants in the future
- Indicate prior year's grants from local governments; and
- Provide the organizations current annual budget and previous years financial statements.

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## **GRANT REVIEW PROCESS**

Criteria for evaluating proposals for grants in aid will be as follows:

- a) Applications will first be received by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Finance will not contact applicants of incomplete applications, it is up to the applicant to ensure they have a complete submission prior to application.
- c) Staff will grade the applications based on criteria noted in the policy and prepare a summary report for each of the applications received, confirming eligibility requirements and ranking. Council will meet to review eligible applications during the annual budgeting process.
- d) At a designated meeting, eligible applicants will be contacted and permitted 5 minutes to make a presentation to Council supporting their application
- e) At a subsequent meeting, Council will make the final decision on the applications
- f) Council reserves the right to accept or reject any applications which it deems appropriate in meeting the best interests of the community. Not all groups who submit complete applications may receive funding. Also, at its discretion, Council may choose to partially fund a grant request and/or request additional information/requirements of the applicant before receiving funds.
- g) The financial plan will be updated to reflect the total amount of cash and in-kind support to be provided by Grants in Aid.
- h) Grant financial payments will be made in June each year following adoption of the annual budget.
- i) A list of recipients will be posted in the annual report.
- j) One application per organization will be permitted in each fiscal year and the application is not to contain multiple requests, i.e. the request should be for one event, one project, etc. Multiple requests on an application or multiple applications on behalf of an organization will result in disqualification of all applications.

## **ACCOUNTABILITY**

A full accounting of the expenditures relating to the grant must be submitted to the Municipal Finance Department before making application for the following year. Any grant funds unused for the intended purpose in which the grant was approved must be returned to the Municipality. Failure of a group to justify expenditures will disqualify any future consideration for a grant from the Municipality. The Municipality may take additional action it deems appropriate to reclaim unused funding or to reclaim funding that was not used as requested and approved in the grant application.

## **POLICY GOAL**

It is intended that the policy will better facilitate the decision making process and provide a fair and equitable means of providing grants in aid.