

District of Chetwynd	Part: Finance	Date: April 16, 2012
POLICY AND PROCEDURE MANUAL	File: 1850.20.01	Res: 0085/04/12

COMMUNITY GRANT PROGRAM

1. PURPOSE

The District of Chetwynd recognizes that valued contributions are being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. The Community Grant Program demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints of the District.

2. TYPES OF GRANTS

The different types of grants and awards under this Community Grant Program include the following:

“Community Project” grants are defined as one-time assistance either as seed funding for the startup of an organization/project, or funds for a short-term undertaking with a start-up and completion date;

“Corporate” grants are defined as operating funding to assist with general operating expenses of the group, including administrative costs and program related expenses;

“In-kind Contributions” grants are based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to or on behalf of the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each applicant for in-kind grant will include the estimated value of the application under consideration;

“Special Events” are defined as any one-time or first-time events that are of cultural, social or recreational significance to the community and may involve the participation of more than one organization;

“**Community Events**” are defined as recurring events that Council has determined provide some significant benefit to the broad community and are open to all members of the public;

“**Travel**” grants are provided to individuals or teams to subsidize the expense of traveling to and from Provincial, National or International events.

3. **ELIGIBILITY CRITERIA**

An applicant organization must meet the following general criteria in order to be considered for a District of Chetwynd grant:

- (a) Grants are awarded by the type of project, not the type of organization/agency.
- (b) There can only be one application per organization/project.
- (c) Grant applications should be able to demonstrate active fundraising efforts to support the continuation of the program, project or service. The District of Chetwynd grant should not be considered as the primary source of funding for the organization.
- (d) Grant requests can be defined as events/projects/programs that support sustain, promote, inform, educate, celebrate, preserve, and /or provide access to the arts, culture, and environment, heritage, recreation, and/or health activities.
- (e) Each applicant must demonstrate there is a need for financial assistance and that adequate funding for other sources is not available.
- (f) The applicant organization, within the current fiscal year, must spend the grant funding for the sole purpose for which it was awarded.
- (g) Only groups or organizations residing or operating within the corporate boundaries of the District of Chetwynd are eligible.
- (h) To qualify for funding, the applicant must demonstrate its commitment to all of the following principles:
 - i. Accessibility;
 - ii. Effectiveness;
 - iii. Accountability through sound management and financial practices.
- (i) All grant applications for more than \$1,000 must be accompanied by a copy of the most recent financial statements of the applicant organization.
- (j) Groups or organizations receiving assistance must acknowledge the contribution of the District of Chetwynd in any brochures, pamphlets, advertising, newsletters, signs or other materials or publications which accompany the project, program, service, or event.
- (k) Grant requests for \$1,000 or less are open to all organizations and groups.
- (l) Grant requests for more than \$ 1,000 are restricted to registered non-profit societies or not for profit organizations.
- (m) The District of Chetwynd will not provide assistance for the payment of District property taxes or for programs and services that are clearly within the legislated mandates of other levels of government.
- (n) No retroactive funding applications will be considered.

4. PROCEDURES

Requests for Travel Support for Sporting Events:

Teams and individuals will be eligible to receive funding assistance once they win at the regional level and have qualified for Provincial, National or International competition. Travel support grants will be limited as follows:

	<u>Individual</u>	<u>Team</u>
Provincial	\$ 200.00	\$ 400.00
National	\$ 375.00	\$ 750.00
International	\$ 625.00	\$ 1,250.00

The awarding of Travel Grants is delegated to the Director of Financial Administration or their designate. Travel Grants awarded must be reported to Council at the end of each quarter.

Successful applicants are to present the District of Chetwynd Council with a report outlining the results of the event for which a grant was awarded.

Other Applications:

- Individual grant applications must be submitted in writing as per Schedule A to this policy.
- Included in Council's budget deliberation are requests from various District of Chetwynd organizations for financial assistance. These groups must vary in interests and provide a valuable service to the District. With Council's approval, Grants in Aid are given to these groups on an annual basis. These groups are not required to submit a request annually for financial assistance. Council may request a copy of the most recent financial statements or an accounting of how the funds were used.
- Each organization seeking financial assistance must demonstrate:
 - (a) That there is an unmet community need for the project or program; and
 - (b) The community benefits that will be realized.
- Advertisements will be placed in the local newspaper and on the District's website in July of each year giving notice that the District of Chetwynd is accepting applications for grants up to September 30th for the District's next budget year.
- All grant applications shall be forwarded to the Director of Financial Administration.
- Completed applications will be forwarded to a Committee of the Whole meeting together with a report from the Director of Financial Administration. The committee may request that the applicant attend the Committee of the Whole meeting.
- The Committee will review the applications and any attached reports and may request further information or make a recommendation to Council to either reject, support or support a modification of the proposal.
- Applicants determined to be ineligible for funding shall be notified, in writing, of Council's decision.
- Applicants will be notified, in writing, of the grant amount approved and terms and conditions of the grant, if applicable, following Council approval.

Applicants are required to complete the application form prior to their request being reviewed by Council. Incomplete applications will not be considered.

SCHEDULE A

COMMUNITY GRANT PROGRAM APPLICATION

Name of Organization _____

Address of Organization _____

Phone: _____ Fax: _____

E-mail: _____

Contact Name: _____

Grant eligibility area: _____

Amount Requested: _____ Total Project Budget _____

(attach completed Budget Form)

Have you applied before? _____ When? _____ Grant Received? _____

Have you submitted a final report? _____

Incorporation number and date of incorporation: _____

(if applicable)

Does your organization receive a permissive tax exemption? _____

Does the organization that owns the building you occupy receive a permissive tax exemption? _____

Describe your organization, its mandate and program(s). _____

Describe the project for which the funds are being requested. Please indicate why this project is unique or separate from other activities and why you think it should receive municipal funding. Feel free to use additional sheets of paper if required.

Purpose of this project: _____

The names of those involved in carrying out the project: _____

Date and Place of Project: _____

**COMMUNITY GRANT PROGRAM
BUDGET**

SCHEDULE A

Please give detailed revenue projections and indicate which revenue is speculative.

Source	Amount
GRANTS:	\$
	\$
	\$
	\$
Total Grants:	\$
Admission fees:	\$
	\$
	\$
Total Admission fees	\$
Other Revenue:	\$
	\$
	\$
Total Other Revenue	\$
TOTAL REVENUE:	\$
Item	
EXPENSES	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
\$	
TOTAL EXEPNSES	\$