

# THE DISTRICT OF TUMBLER RIDGE POLICY MANUAL

**Policy Name: Grant-In-Aid Policy**

**T.R. 28**

---

**Date of Policy: October 19, 2009**

**Motion Number:**

---

## **PURPOSE:**

The Council of the District of Tumbler Ridge directs that:

The Council of the District of Tumbler Ridge recognizes that local community not for profit organizations and registered non-profit societies are valuable resources in helping the municipality provide a strong community focus. These groups and organizations are integral to the achievement of the strategic imperatives adopted by Council through the community visioning process.

Therefore, Council will consider the provision of financial assistance to registered non-profit societies or local not for profit organizations who seek support for proposals which will promote the following Council objectives:

- Enhancement of community identity and pride locally
- Encouragement and expansion of volunteerism
- Enhancement of outdoor recreation
- Increasing indoor recreation opportunities
- Promotion of healthy living
- Promotion of history, arts, culture, and roots
- Sustainability for the community (including financial stability)
- Enhancement of quality of life for residents

In order to encourage organizations to work towards financial independence and fiscal sustainability, assistance will be provided on an annual basis only, with no guarantee of future year funding. The Council may provide grants which cover the full cost of a particular project or event.

To facilitate fair and equitable access to assistance, and to ensure timely decision making, the Council of the District of Tumbler Ridge has established eligibility criteria and application procedures which are detailed below. Qualifying proposals will be accommodated to the extent possible within the annual resources made available by Council in its budget deliberations. Priority will be assigned to requests for assistance in accordance with the priorities contained in this policy.

It is the expectation of the Council of the District of Tumbler Ridge that applications for assistance will be received each year no later than January 2<sup>nd</sup> (or the first working day thereafter) by 4:30pm., for proposals to be implemented that year. Council as a whole will decide on applications and will attempt to provide all final approvals by March 31 of each year.

### **ELIGIBLE PROPOSALS**

The proposed activity must be accessible to and/or meet the needs of a significant portion of the community's residents.

Proposals must involve activities that have not yet commenced and which will be completed within 12 months of receipt of the grant. Prior years' operations or capital deficits are not eligible for consideration.

Proposals may not duplicate projects or events which are already provided within the community. Assistance will not be provided to a business or for the purpose of competing with a business.

The Council of the District of Tumbler Ridge 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. Proposals seeking support for staff training or professional development will be reviewed on a case by case basis.

Groups or organizations receiving assistance must acknowledge the contribution of the District of Tumbler Ridge in any brochures, pamphlets, advertising, newsletters, signs, or other materials or publications which accompany the project, program, service or event. Initiatives and activities must be managed by the applicant organization and no assistance will be provided if the intention is to fund other bodies or organizations.

All requests must be made by the primary society or organization in a single annual request. Individual members of such organizations will not be eligible for grant consideration. As an example, particular minor hockey teams must relay their requests through the umbrella organization.

No assistance will be provided to individuals.

### **QUALIFYING GROUPS OR ORGANIZATIONS**

The Council of the District of Tumbler Ridge wishes to ensure that assistance is provided only where it is needed, and where it will be well managed. Groups or organizations must have a defined governance structure that makes specific individuals responsible for the use of funds provided and accountable for the success or failure of the project, program, service, or event that is proposed.

In order to be eligible to receive assistance, the applicant registered non-profit society or local not for profit organization must demonstrate that it has sound financial and administrative management. The applicant must have a Board of Directors or similar governance structure and the persons making the application or receiving the funds must be legally authorized to act on behalf of the society or organization.

The applicant organization or society should have a proven track record of community service and have previously demonstrated the ability to administer a grant or other form of assistance. The applicant organization or society must demonstrate a real effort in marketing and self financing shown by a diversity of sources of revenue such as grants from other fund agencies, fundraising, sponsorships, ticket sales, subscriptions, memberships, user fees or other mechanisms.

Primarily, the Council of the District of Tumbler Ridge will provide assistance only where the society or organization can demonstrate a financial need for the grant. Societies or organizations may apply for assistance in regards to more than one project, event or initiative in a given year, so long as the requests are consolidated in a single annual application. The group or organization making application should have a significant number of volunteers and a broad base of community support. The society or organization must not have exclusionary or discriminatory membership eligibility criteria.

## **PROCEDURES**

Non profit societies or local not for profit organizations are to submit requests for assistance using the application form attached to this policy as 'Schedule A'. Support documents as indicated must accompany the application.

Yearly requests are to be received no later than December 15, to accommodate Council's budget process. Applicants may be provided an opportunity to address Council in person prior to final deliberation by Council. District staff will provide Council with a review of all requests that indicates if the application is complete (all forms and required support documents received) and if the applications meet the criteria established above. The applicant organization or society will receive a copy of the staff report before their scheduled audience with Council.

Groups or organizations who are establishing a new event or need for assistance and can demonstrate valid reasons for not being able to have applied by December 15 of the preceding year may apply to Council for consideration of an extraordinary grant. Council may establish an extraordinary grants budget in the annual financial plan. Generally, this allocation will be quite limited and requests for amounts in excess of \$1,000.00 per applicant will not be considered.

Any not for profit organization or registered non-profit society can apply for an extraordinary grant on a one time only basis and future requests for assistance must be directed through the annual grant process. Once the extraordinary grant account has been depleted, no further requests for assistance will be accepted.

All successful applicants will be expected to complete an evaluation report for Council. This report must include a full description of the implementation of the project, program, service, event or initiative for which funding was approved. The report must demonstrate how many individuals accessed or participated in the activity and what the benefits were to the community. Financial records must be provided detailing all expenditures facilitated by the District contribution. The report must also detail the methods by which the District's assistance was acknowledged. ***Any surplus funds from the District contribution must be returned with the report.*** Applicants may return the report to Council at any time, however, further assistance will not be provided the organization or society until the report has been received and reviewed.

### **SCORING OF PROPOSALS**

The Council of the District of Tumbler Ridge seeks to distribute assistance to a wide range of activities that support the community vision. To ensure that this is accomplished over time, priority will be assigned to different aspects of the strategic vision on an annual basis.

A three year ranking system is included in this policy. Points shown are in priority order, with the highest total score indicating the highest priority.

Category		Type of Proposal		
Budget Year		2010	2011	2012
Aspect	Capital Project	1	2	3
	Program	3	1	2
	Event	2	3	1

Category		Intended Beneficiaries		
Budget Year		2010	2011	2012
Aspect	Youth	2	3	1
	Seniors	3	1	2
	Disadvantaged	1	2	3

Category		Area of Community Activity		
Budget Year		2010	2011	2012
Aspect	Arts and Culture	2	3	1
	Recreation and Sports	3	1	2
	Environment, Social and Education	1	2	3

The points scoring system will be used by Council to determine which projects receive funding in a given year in circumstances where total requests for funding exceed available resource allocations. District staff will categorize applications and assign scores based on the information provided by the applicants. Information as to these determinations will be provided to the society or organization prior to their scheduled audience with Council.

This policy will be made available to any applicant for a grant and the Chief Financial Officer, Chief Administrative Officer, or designate, will assist applicants with any enquiries regarding the policy, the application forms or process, or the cash value of a particular request.

**PAYMENT SCHEDULE**

Upon approval of the Grant-In-Aid request, the funds will be disbursed based on the size and the nature of the Grant.

- All applications up to \$5,000.00 for events/programs will be eligible for disbursement upon Council approval.
- All applications greater than \$5,000.00 for events/programs will be disbursed upon Council Approval, on a quarterly basis.
- Applications for capital projects will be approved in principle. When a capital project is due to commence, it needs to be presented to Council for final approval and disbursement of funds.

**APPROVED BY COUNCIL:**

**DATE:** \_\_\_\_\_

**AMENDED BY COUNCIL:**

**DATE:** \_\_\_\_\_

**'Schedule A'**  
**District of Tumbler Ridge Grant-in Aid Policy**  
**APPLICATION FORM**

Deadline for applications: 4:30 p.m. January 4<sup>th</sup>, 2009.

General Information:

The contents of this application are considered public information and may be released upon request.

Legal Name of Organization:		
Mailing Address:		Postal Code:
Phone:	Fax:	E-mail:
Contact Person:		Position:
Registered Society: Yes <input type="checkbox"/> No <input type="checkbox"/>	Society Registration No:	Is your society in Good Standing with the Registrar: Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Grant Request (in dollars):  \$ _____		<p><u>Proposal #1</u></p> <p>Proposal in best characterized as:  <input type="checkbox"/>Event   <input type="checkbox"/>Program   <input type="checkbox"/>Capital Project</p> <p>Participants/beneficiaries will primarily be:  <input type="checkbox"/>Youth        <input type="checkbox"/>Seniors  <input type="checkbox"/>Disadvantaged persons</p> <p>This proposal's activities can best be described as related to:  <input type="checkbox"/>Arts and Culture   <input type="checkbox"/>Recreation and Sports  <input type="checkbox"/>Environmental, Social and Education</p>
If more than one proposal:  Value of Proposal #1 - \$ _____		
Value of Proposal #2 - \$ _____  Value of Proposal #3 - \$ _____ (use reverse if more than three proposals)		
		<p><u>Proposal #2</u></p> <p>Proposal in best characterized as:  <input type="checkbox"/>Event   <input type="checkbox"/>Program   <input type="checkbox"/>Capital Project</p> <p>Participants/beneficiaries will primarily be:  <input type="checkbox"/>Youth        <input type="checkbox"/>Seniors  <input type="checkbox"/>Disadvantaged persons</p> <p>This proposal's activities can best be described as related to:  <input type="checkbox"/>Arts and Culture   <input type="checkbox"/>Recreation and Sports  <input type="checkbox"/>Environmental, Social and Education</p>

<p>This application is submitted as a request for an extraordinary grant:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><u>Proposal #3</u></p> <p>Proposal in best characterized as:</p> <p><input type="checkbox"/>Event <input type="checkbox"/>Program <input type="checkbox"/>Capital Project</p> <p>Participants/beneficiaries will primarily be:</p> <p><input type="checkbox"/>Youth <input type="checkbox"/>Seniors</p> <p><input type="checkbox"/>Disadvantaged persons</p> <p>This proposal's activities can best be described as related to:</p> <p><input type="checkbox"/>Arts and Culture <input type="checkbox"/>Recreation and Sports</p> <p><input type="checkbox"/>Environmental, Social and Education</p>
--	---

**Declarations**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors or Organization Executive to make this declaration and to submit this application on behalf of the above named organization.

Signature	Position	Date

I hereby declare that if our organization is successful in obtaining a District of Tumbler Ridge grant that we give the District of Tumbler Ridge (or a third party appointed by the District) to right to review the project or event for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application. In the event that there is suspicion of mismanagement/fraud relating to grant funding, the Council of the District of Tumbler Ridge must be notified immediately.

Signature	Position	Date

Return to:  
The District of Tumbler Ridge,  
Chief Financial Officer, P.O. Box 100, Tumbler Ridge BC V0C 2W0

General Grant Information: (attach additional pages as required)

<p>1. Describe the operation and history of your organization:</p>
<p>2. Describe the specific activity to which the Grant funding would be applied:</p>
<p>3. How was the need for your proposal identified and how will the activity meet this need:</p>
<p>4. How will this proposal benefit the community by promoting enhancement of community identity and pride locally, encouragement and expansion of volunteerism, enhancement of outdoor recreation, increasing indoor recreation opportunities, promotion of healthy living, promotion of history, arts, culture, and roots, sustainability for the community (including financial stability), enhancement of quality of life for residents?</p>

<p>5. How will participants or beneficiaries become aware of this event/program or utilize the completed capital project?</p>
<p>6. What are the expected outcomes of the proposed activity?</p>
<p>7. List the number of citizens served by your organizations in the past two years and the number expected to be served during the 12 months following receipt of this grant, if approved. Please provide any other statistics that may be helpful.</p>
<p>8. How will you evaluate your proposed activity at the conclusion of the project or event?</p>
<p>9. Identify any similar projects or events offered in the District and describe how your proposed activity is unique.</p>

<p>10. List any organizations with whom you collaborate or partner in order to provide services.</p>
<p>11. Please indicate how your organization will recognize the District's contribution to you project or event.</p>
<p>12. Please describe the governance structure of your organization.</p>
<p>13. Please describe the financial controls and administrative management process in your organization.</p>
<p>14. Please describe the organization's financial need for District funding assistance for this proposal.</p>

15. What are the total annual revenues for your organization?
16. Will this activity be complete within 12 months or receipt of the District grant?
17. Will this grant be used to pay District property tax?
18. Will this grant be used to offset a prior year year's operational or capital budget?
19. Will this grant be used to fund staff training and professional development? If so, please give details.
20. Please describe your organization's membership criteria, detail how many members you have, and indicate what volunteer activities the organization undertakes.

<p>21. Does your organization have paid staff and if so, how many staff in total? ( Where the District grant contribution is more than 50% of total revenue of the organization, an additional Schedule, addressed to the Chief Financial Officer, labeled as "PRIVATE and CONFIDENTIAL" is to be submitted together with the grant application, specifying approved budgeted salaries and benefits per staff member. This information will be held as confidential, and will not available for release upon request.)</p>
<p>22. Outline your contingency plan if this grant application is not approved.</p>
<p>23. Please list any assistance your organization has received from the District in the previous four years.</p>
<p>24. What previous grants have you administered from sources other than the District?</p>
<p>25. Please describe the marketing and self-financing activities of your organization. Where do the organizations revenues come from and approximately what percentage is derived from each source?</p>
<p>26. What are your organizations overall goals and objectives for the coming year?</p>

Applicants seeking assistance greater than \$1,000.00 must provide:

- a detailed consolidated budget for the entire organization including both revenues/expenditures and a specific budget for the project or event for which assistance is requested.
- a current financial statement prepared and signed by the appropriate person (ie: CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer) business plan or statement of objectives.
- a quarterly financial report to be submitted prior to the release of grant funding (for funding in excess of \$5,000.00)
- constitution and bylaws of the organization if such exist.

Additional Conditions:

- In the event that the full amount of the assistance is not used for the purposes stated on the application or is no longer required for the project or event described, remaining funds must be returned to the Chief Financial Officer of the District of Tumbler Ridge.

Initial to acknowledge: \_\_\_\_\_

- The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or event for which assistance is provided and will submit them at the conclusion of the initiative along with an evaluation report. The report is a full description of the implementation of the project or event. Details must be provided regarding how many individuals accessed or participated in the activity and what the benefits were to the community. The evaluation report should be received by the District within 90 days of the conclusion of the project or event. No further requests for assistance from the organization will be accepted until such time as the report has been received and reviewed by the District.

Initial to acknowledge: \_\_\_\_\_

- The project, program, service or event may not be represented as an activity of the District of Tumbler Ridge and the applicant does not have authority to represent itself as an agency of the District of Tumbler Ridge.

Initial to acknowledge: \_\_\_\_\_

**Policy – Finance**

**For internal use only**

Reviewed by:			
Received:	Day	Month	Year
Required documentation attached		<input type="checkbox"/> Yes	<input type="checkbox"/> No
All questions completed		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signatures and initials complete		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Meets eligibility criteria		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, briefly describe disqualifying circumstances			
Priority Scoring Based on Applicant Categorization: _____ pts.			
Reviewer agrees with categorization		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, briefly describe reasons, suggested revisions, and revised points score.			