

DISTRICT OF FORT ST. JAMES

POLICY AND PROCEDURE MANUAL

| | |
|------------------|----------------------|
| POLICY GROUP: | Council |
| POLICY #: | 7.5 |
| SUBJECT: | GRANTS IN AID |
| ADOPTED: | September 13, 2006 |
| REVISED: | |
| ADMINISTERED BY: | Mayor and Council |

Objective: To provide guidelines for Council's approval of Grants in Aid

Policy: The Council of the District of Fort St. James may, at their discretion and within the annual budget, provide financial assistance to individuals or groups meeting the criteria below, following the procedures below.

Definitions:

Grant-in-aid is defined as actual monetary funds or in-kind contributions to not-for profit and/or registered charitable groups and/or individuals for community benefiting activities.

Extraordinary applications are those for which, in the opinion of council, no advance request could feasibly be submitted due to exceptional circumstances beyond the applicant's control. Failure on the part of the applicant to meet the grant-in-aid application deadline shall not in itself be construed by council as adequate justification for entertaining an "extraordinary" application.

Procedures:

1. All applicants must complete the District of Fort St. James Grant-in-aid application form and projected budget forms attached to this policy and submit it to the District of Fort St. James office a **minimum of sixty (60) days prior to the date that the stated activity will occur. Late applications will not be considered.**
2. Council shall determine the annual grant-in-aid budget by the end of December of each year. This grant-in-aid budget will be applicable to the new fiscal operating year for the District of Fort St. James commencing January 1 of the new calendar year. The budget will be set at 4.5% of the property tax generated in the previous year. The percentage may be changed by Council in any given year.
3. Applications for grants-in-aid will be reviewed throughout the year.
4. Grants will be considered as per the Grant Criteria following this section.
5. Grants will be approved by an affirmative vote by the majority of Council members.

Grant Criteria:

1. *General Grant-in-aid* may be provided for those not-for-profit and/or registered charitable groups or individuals that are:

- a) making a specific contribution towards enhancement of the quality of life within the community; or
 - b) travelling outside the community, having attained a recognized level of excellence in areas of recreational, academic or cultural pursuits.
2. *Matching Grant-in-aid* may be provided for not-for-profit and/or charitable groups that have conditional funding. Council shall consider as their first priority those grant requests from organizations whose funding depends in part on municipal contributions and in part on other levels of government.
 3. *Capital Works Grant-in-aid* may be provided for not-for-profit and/or charitable groups that are making a specific contribution towards enhancement of the quality of life within the community.
 4. *Extraordinary Grant-in-aid* applications may be provided. At Council's discretion, the District of Fort St. James may consider "extraordinary" applications for grants-in-aid.

A not-for-profit and/or registered charitable organization and/or individual wishing to make an "extraordinary" application for a grant-in-aid must, in addition to complying with the pertinent requirements set out elsewhere in this policy, submit to council a brief explanation of the circumstances that made said application "extraordinary".

Council shall approve no "extraordinary" application for a grant-in-aid if, in so doing, it would cause council to exceed the annual grants-in-aid budget set in the provisional budget process for the new fiscal operating year of the municipality commencing January 1.

5. Council reserves the right to accept or reject any grant-in-aid application as is deemed appropriate in meeting the best interests of the community. As applications usually exceed the grant-in-aid funding that is available, not all not-for-profit and/or registered charitable organizations and/or individuals who submit applications may be funded. Similarly, Council may provide a lesser amount than requested.

Grant Restrictions:

1. *Restrictions for municipal fees:*
No grants-in-aid will be provided for relief from normal municipal property taxes or utility fees except as permitted by the Community Charter.
2. *Restrictions for applications:*
Only one grant-in-aid for each not-for-profit and/or registered charitable organization and/or individual will be provided per calendar year (January 1 to December 31). Administration will keep records of all grants-in-aid requests, indicating either approval or rejection.

**District of Fort St. James
Grant-in-Aid Application Form**

| | | |
|-------------------------------|-------------|--------------|
| Date of Application: | | |
| Name of Applicant: | | |
| Organization Name: | | |
| Organization Mailing Address: | | |
| Event Name: | | |
| Date(s) of Event: | Start Date: | Finish Date: |
| Purpose of Event: | | |
| Number of Participants: | | |
| Contact Person(s): | Name: | Position: |
| | Home Phone: | Work Phone: |
| | Name: | Position: |
| | Home Phone: | Work Phone: |

To the best of my knowledge, the above statements are true and accurate as of the date of the application.

Applicant: Signature

Organization Official Signature

**District of Fort St. James
Grant-in-Aid Application Form
Event Budget**

| | | |
|------------------------------|----|----|
| Revenues: | | |
| Provincial Government | \$ | |
| Federal Government | \$ | |
| Participant Fees | \$ | |
| Donations | \$ | |
| Fund Raising | \$ | |
| Other | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total Revenues | | \$ |
| | | |
| Expenditures: | | |
| Facility Rental | \$ | |
| Advertising | \$ | |
| Staffing | \$ | |
| Meals/ Refreshments | \$ | |
| Phone/Fax/Postage | \$ | |
| Equipment | \$ | |
| Office Supplies | \$ | |
| Other | \$ | |
| Total Expenditures | | \$ |
| Net Profit/ Shortfall | | \$ |