



Policy Title: Grant in Aid

Policy #: 03-08

Section: FINANCE - GENERAL

Initially Approved: December 9, 2013

Last Reviewed:

Scheduled to be

Reviewed:

Policy:

The Council of the City of Roseland recognizes the value to the community of local service clubs, groups, non-profit societies and charitable organizations, especially in their efforts to promote or meet the goals and objectives of the City's Official Community Plan and Strategic Sustainability Plan.

The City may make grants available, subject to budgetary constraints, to assist these organizations in accordance with the terms and conditions of this policy.

Purpose of the Policy:

The policy is directed towards providing financial assistance to organizations and groups in a manner which will benefit the community and promote Roseland, or where funding is used to leverage other grant opportunities.

Policy Guidelines:

- Council will consider two different levels of funding requests:
 - Category A (Grant funding exceeding \$25,000)
 - Category B (Grant funding in amounts less than \$25,000)
- Category A requests will be required to make a presentation to Council prior to funding being approved.
- Category B requests are invited to make a presentation to Council in support of the request, if time permits or requested by Council.
- Presentations will be conducted during Regular Council Meetings or Committee-of-the-Whole Meetings, scheduled in November and/or December of each year.
- A grant may take the form of a property tax exemption under the provisions of the Community Charter, free or subsidized use of City Facilities, in-kind benefits or cash.
- Approval of a grant application in any year does not imply or suggest that approval will be received in subsequent years.

- Council may request additional information from any applicant in order to be able to determine either eligibility for a grant or the amount, if any, to be awarded.
- All successful applicants will be required to complete an annual report or post-project completion report for Council.

Eligibility Criteria:

- Must be from a service club, group, non-profit societies or charitable organizations
- The applicant must be able to demonstrate how the grant will assist the applicant in meeting the goals and objectives of the City.
- Council may request additional information from any applicant in order to be able to determine either eligibility for a grant or the amount, if any, to be awarded.
- Only fully completed, neatly printed or typed applications will be considered. Partial submissions will be eliminated from the eligibility list.
- Category A requests (Grant funding exceeding \$25,000) will be required to make a presentation to Council prior to funding being approved.
- Category B requests (Grant funding in amounts less than \$25,000) are invited to make a presentation to Council in support of the request, if time permits.
- All applicants will be required to enter into a Service Agreement, drafted by the City.
- All applications submitted after the applicable deadline (October 31) shall not qualify for review until the following year.

Non Eligibility:

Requests or proposals will be rejected that:

- Apply to prior years' operations or capital deficits;
- Are received from applicants having received past funds that have not submitted an annual report, project completion report or requested documentation from the City.
- Provide assistance to a business or compete with a business.
- Have not provided Independently Prepared or Board Approved Financial Statements for required years.
- Have contravened any section/part of previous years' Service Agreement between the City and the Applicant.



Community Funding Application Form

Application Deadline: All Applications must be received by October 31 of each year

Please return application to:

The Corporation of the City of Rossland
1899 Columbia Avenue, P.O. Box 1179
Rossland BC, V0G 1Y0

Eligibility Criteria:

- Must be from a service club, group, non-profit societies or charitable organizations
- The applicant must be able to demonstrate how the grant will assist the applicant in meeting the goals and objectives of the City.
- Only fully completed, neatly printed or typed applications will be considered. Partial submissions will be eliminated from the eligibility list.
- Category A requests (Grant funding exceeding \$25,000) will be required to make a presentation to Council prior to funding being approved.
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General Information:

General Information: <i>The contents of this application are considered public information and may be released upon request.</i>		
Legal Name of Organization:		
Address:		Phone #:
Mailing Address:		Fax # (if applicable):
Contact Person:		Position:
Society Registration # (if applicable):	Fiscal Year:	Total Requested Funds: \$
Do you have any paid employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		Funds Received in Previous Fiscal Year: \$

Category of Request:

- Category A (Grant funding exceeding \$25,000 as per the Grant-In-Aid Funding Policy)
- Category B (Grant funding in amounts less than \$25,000 as per the Grant-In-Aid Funding Policy)

Checklist:

The following supporting documents are required to be attached to your application. If they are not included, please specify the reason(s) in the space provided below:

- Independently Prepared or Board Approved Financial Statements (previous year and year-to-date)
- Budget (including previous year comparison)
- Annual Report
- List of current Directors or Officers
- Strategic Plan
- Other/Additional Supporting Documentation

Reason(s) for any exclusion:

SERVICE INFORMATION:

Please provide a brief description of the services your organization provides, how many people you serve and how long you have been operating in Rossland.

Please choose ALL applicable areas in which your organization contributes to *(these areas coincide with the focus areas of the Rossland Strategic Sustainability Plan as found on the City of Rossland website):*

- | | |
|---|--|
| <input type="checkbox"/> Land Management | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Natural Environment & Resource Lands | <input type="checkbox"/> Intergenerational Care & Learning |
| <input type="checkbox"/> Community Economic Development | <input type="checkbox"/> Energy & Air Quality |
| <input type="checkbox"/> Recreation & Leisure | <input type="checkbox"/> Water & Solid Waste Management |
| <input type="checkbox"/> Housing & Affordability | <input type="checkbox"/> Governance |

Please Specify how your organization contributes to the selections above:

How many members do you have? _____

How many people use your service or facility?

PROJECT INFORMATION:

What types of activities or events do you put on and how many people attended?

Describe any specific project or activities in which this grant funding will be applied:

Describe the goals for this project or activities and how this was determined:

What are the expected outcomes of your activity or project?

How does your organization plan to meet the goals and expected outcomes outlined above?

Describe how the results of your expected outcomes will be measured or evaluated?

FINANCIAL INFORMATION:

Please remember that your financial statements and budgets MUST be attached to this application in order to be eligible for any grant funding.

What is your total annual operating budget?_____

How much of your revenue comes from membership fees?_____

How much of your revenue is derived from events and ticket sales?_____

Do you charge an annual membership or per-use fee? (Please detail below)

Please list any other funding sources and amounts:

EFFICIENCIES AND RESPONSIBLE MANAGEMENT:

Do you currently liaise with any other community groups or regional partners?

- Yes No

If yes, please specify with whom:

Are there other programs or services offered by the City of Rossland or by other levels of government that are similar to what you are applying for? Yes No

If yes, please specify if and why the duplication is necessary and if efforts have been made to make your project unique or collaborate with other organizations going forward?

Please describe how the community of Rossland or the City will benefit from funding your organization:

Does your organization currently receive other funds or exemptions from the City of Rossland (e.g. other grants, rental subsidy or facility use, Permissive Tax Exemption etc.)?

Yes No

If yes, please describe:

What measures have you taken to decrease dependency on funding from the City of Rossland?

Does the City of Rossland contribute any in-kind services to your organization's projects? If yes, please describe:



Additional Comments or Information:

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 above named organization to make this declaration and to submit this application on behalf of the organization.

Signature:	Position:	Date:
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I hereby declare that if our organization is successful at obtaining a City of Rossland grant that we give the City of Rossland (or a third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature:	Position:	Date:
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