



**Policy Title: Financial Assistance For Use
Of Facilities, Pools and Parks
Policy**

Policy #: #####

Section: FINANCE - GENERAL

Initially Approved: April 26, 2010

**Last Reviewed:
Scheduled to be
Reviewed;**

Policy:

Council may provide financial assistance, subject to the amount allocated and approved in the Financial Plan, to members and volunteers of Non-Profit Groups and Clubs whose purpose is recreation and competitive programs in another municipality of the Greater Trail Area. Persons enrolled in these recreational and competitive programs must fall under the following classifications:

- children up to the age of 18 years,
- physically and mentally challenged individuals
- Senior Citizens over the age of 55 years.

Purpose of the Policy:

The policy is directed towards providing financial assistance for use of recreation facilities and complexes in another municipality in the Greater Trail Area.

Policy Guidelines:

- Application must be made in writing in electronic format and received by the City electronically no later than September 30th, of the current fiscal year;
- Clubs and Non-Profit Groups must demonstrate that the enrollment in the Program must equal or exceed a minimum of 5 registrants from Rossland for each program applied for;
- Registrants must pay the fees that otherwise would be payable except the differential fee;
- No financial assistance will be payable if a similar program is available from the City of Rossland's Recreation Department;
- School District programs do not qualify for grant under this Policy.

- Applications must be from Clubs and Non-Profit Groups and shall not be from an individual.
- The City shall adjudicate the application based on the eligibility criteria outlined in an Electronic Application Form which must accompany the written application.
- Payment shall be made to the Club or Non-Profit Club directly.
- Applicant can only receive a maximum of 25% of the annual allotment provided in the City's Financial Plan for the current year.

Eligibility Criteria:

- Must fall in the designated group.
- Must meet the minimum enrollment criteria of the program.
- Must be a program that is not offered by the City's Recreation Department.
- Must be at a facility that does not exist within the City of Rossland.
- The Rossland residents benefiting from this financial assistance must be part of a competitive team whose families are members of the Non-Profit Groups and Clubs within the Greater Trail Municipalities and Regional District Electoral Areas A & B.
- Must provide evidence in a form such as Tax Folio No, Utility Bill etc as a resident of Rossland.
- The Club and Non-Profit Organization must have been in existence for more than 2 years.

**CITY OF ROSSLAND
APPLICATION FORM
DIFFERENTIAL FEE SUBSIDY FOR USE OF GREATER TRAIL FACILITIES**

Policy Guidelines:

- Application must be made in writing in electronic format and received by the City electronically no later than September 30th, of the current fiscal year;
- Clubs and Non-Profit Groups must demonstrate that the enrollment in the Program must equal or exceed a minimum of 5 registrants from Rossland for each program applied for;
- Registrants must pay the fees that otherwise would be payable except the differential fee;
- No financial assistance will be payable if a similar program is available from the City of Rossland's Recreation Department;
- School District programs do not qualify for grant under this Policy.
- Applications must be from Clubs and Non-Profit Groups and shall not be from an individual.
- The City shall adjudicate the application based on the eligibility criteria outlined in an Electronic Application Form which must accompany the written application

Eligibility Criteria:

- Must fall in the designated group
- Must meet the minimum enrollment criteria of the program
- Must be a program that is not offered by the City's Recreation Department
- Must be at a facility that does not exist within the City of Rossland
- The Rossland residents benefiting from this financial assistance must be part of a competitive team whose families are members of the Non-Profit Groups and Clubs within the Greater Trail Municipalities and Regional District Electoral Areas A & B.
- Must provide evidence in a form such as Tax Folio No, Utility Bill etc as a resident of Rossland
- The Club and Non-Profit Organization must have been in existence for more than 2 years

Please complete all the blank spaces and give as much detail as possible. This will assist City Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in this application, please include an attachment page(s). If you have questions, please contact the City Office at 250-362-7396.

**CITY OF ROSSLAND
APPLICATION FORM
DIFFERENTIAL FEE SUBSIDY FOR USE OF GREATER TRAIL FACILITIES**

1. Name of Organization: _____

 2. Purpose or Function of Organization: _____

 3. Please provide proof of registration as a Society, Club or Non-Profit Organization (Copies of minutes of last AGM, Society Registration No, Etc).

 4. Service Category of the Organization (Please circle one or more categories):
Seniors, Children, Physical disabled, mentally challenged or other (provide details of Other)

 5. Address, Including Postal Code and email address: _____

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6. Amount of Grant Requested: _____

 7. Brief Description of the Proposed Use of the Grant: Please identify facilities in the Greater Trail Area where the grant will be used. _____

 8. Organization Chair's Name or Person Responsible: _____

 9. Telephone (work) _____ Home _____

 10. Email address: _____

16. Does your organization use Facilities in the City of Rossland. Please list:
- _____
- _____
- _____
17. Please provide a brief summary of the reason to use any of the Greater Trail Facilities:_____
- _____
- _____
- _____
18. Is a similar program/activity available from the City of Rossland's Recreation Department:_____
- _____
19. Does your organization receive any form of subsidy from the City? If so how much? And for how long?
Amount of estimated Subsidy \$_____
- length of time_____.
20. Does your organization receive any benefit from tax and other user fees exemptions provided by the City?
Yes_____ No_____. If yes please indicate the amount exempted in the past year:
Water Fees: \$_____ Sewer Fees: \$_____ Facility Rental Fees \$_____ Property Taxes \$_____.
21. How many years have these exemptions been in effect?
- Water Fees: _____ Sewer Fees: _____ Facility Fees _____
Property Taxes _____.
22. In the past year, how many persons has your organization served?
- _____
23. How long has your organization been in existence in the City?_____
24. Is your organization voluntary and non-profit? _____

25. What is your main source of revenue from? _____

26. Are all of the Board members/directors/volunteers? Yes _____/No _____

If No. Please state amounts paid to each:

Position: _____ Amount of Payment: _____

27. Report the number of volunteers presently in your organization _____

28. Any other information you may want to add in support of your application? _____

29. Please indicate when you wish to receive the grant and what time frame are you expecting the grant to be finalized for your project/event/activities/program to succeed. _____

Please note: It generally takes City Council 90 days to finalize the grant application from the date of receipt.

PLEASE ENSURE ALL THE INFORMATION IS COMPLETE AND THE COMPLETED FORM AND SUPPORTING DOCUMENTATION IS RECEIVED AT THE CITY'S ADMINISTRATION DEPARTMENT, CITY HALL NO LATER THAN SEPTEMBER 15TH OF EACH YEAR EXCEPT FOR THE YEAR 2010