



Policy Name: Grant-in-aid Policy

Date Adopted: October 19, 2009	Motion No.	09-31-05
Date Amended: October 4, 2010	Motion No.	10-30-06
Date Amended: November 6, 2017	Motion No.	2017-28-12
Date Amended: November 19, 2018	Motion No.	2018-24-21
Date Amended: October 16, 2023	Motion No.	2023-39-22

1. Purpose

The Grant-in-aid Policy is established to ensure equitable and transparent allocation of financial assistance to eligible non-profit organizations within the District of Tumbler Ridge. The primary objective of this policy is to support projects, programs, and events that align with the District's goals, contribute to community development, and enhance the well-being of residents.

2. Scope

Grant-in-aid agreements serve to allocate funds to non-profit organizations that can demonstrate the financial need to organize and execute specific projects, programs or events with the intent of benefiting the broader community. These agreements enable the District to support initiatives that enhance the overall well-being and welfare of the community.

The proposed project, program or event can be provided by a contractor but must be managed by the applicant organization.

3. Principles

Priorities will be assigned to requests for assistance in accordance with the following principles:

- a) **Well-Managed Assistance:** Council will strive to provide assistance only where it is needed and where it is deemed to be well-managed.
- b) **Alignment with District's Goals:** The project, program or event must align with the District's goals and contribute to its development.
- c) **Inclusivity and Accessibility:** Services must be available to many residents, promoting fairness and equal access.
- d) **Support for Community Values:** Services must uphold community values, foster unity, and benefit residents' well-being.
- e) **Respectful and Non-Offensive:** Services must treat all individuals and groups with respect, avoiding any offensive content.

4. Procedure

4.1. Application

- a) Requests for Grant-in-aid funding must be submitted to the attention of the District's Finance Department.
- b) Deadline: The applications must be submitted by the second Friday of January to be considered in the same calendar year.

Note: Late applications may not be considered.

- c) Council will decide on applications and provide all final approvals by March 31 of each year.

4.2. Eligibility

4.2.1. The organization applicant must meet all the following criteria:

- a) Be registered as a non-profit incorporated organization in British Columbia;
- b) Be located in Tumbler Ridge;
- c) Demonstrate that they are able to match the District's contribution in either other donation dollars or in-kind services;
- d) Demonstrate that it has sound financial and administrative management;
- e) Demonstrate a financial need for the grant;
- f) Have a proven track record of community service and have previously demonstrated the ability to administer a grant or other form of assistance; and

4.2.2. The project, program or event must:

- a) Be aligned with the principles outlined in Section 2 of this policy;
- b) Be related to activities that have not yet started and are set to conclude within 12 months of receiving the grant; and
- c) Be managed by the applicant organization.

4.2.3. The person signing the application or receiving the funds must be legally authorized to act on behalf of the society or organization.

4.2.4. Any of the following organizations, projects, programs or events will be ineligible if they are attributed to:

- a) Direct funding to individuals;
- b) Services that would have been previously supported through other government funding (including

Education and Health Care sectors);

- c) Demonstrations, marches and rallies;
- d) For-profit organizations, or with the purpose of competing with a business;
- e) Intention to fund other bodies or organizations;
- f) Retroactive funding or operating deficits;
- g) Capital projects on District-owned property;
- h) Duplicate projects, programs or events already provided within the community; or
- i) Organizations with discriminatory membership eligibility criteria.

4.2.5. All eligible applications will be forwarded to Council for consideration.

4.2.6. Organizations with ineligible applications will be notified by the District without further review by the Council.

4.3. Requirements

4.3.1. Documents for Application

The application must include the following documents:

- a) Application Form (Schedule A);
- b) Declarations (Schedule B);
- c) Questionnaire (Schedule C);
- d) Current financial statement prepared and signed by a Certified Public Accountant (CPA) or designated signing authority for the organization;
- e) The list of the Board of Directors as shown in the minutes of the last Annual General Meeting held by the organization;
- f) Copy of the organization's Constitution and/or Governing Bylaws;
- g) Report on how the funding received in the previous year was utilized (when applicable);
- h) Budget outline for the project, program or event, along with a detailed description of the proposed funding sources.

4.3.2. Multiple projects, programs or events

Requests for assistance to more than one project, program or event must be consolidated into a single annual application.

4.3.3. Presentation to Council

Applicants may be provided with an opportunity to present to Council at a Council meeting before final deliberation.

4.3.4. Acknowledgment of the District's Contribution

The District's contribution must be acknowledged on all promotional materials relating to the funded project, program or event.

Note: The project, program or event cannot be represented as an activity of the District and the Applicant does not have authority to represent itself as an agency of the District.

4.4. Extension

- a) If the organization cannot conclude the project, program or event within 12 months of receiving the grant, as outlined in clause 3.2.2 of this policy, the organization must apply for an extension by the end of November.
- b) The extension request must be submitted to the District's Finance Department detailing the reasons why it was not concluded and presenting a new expected date to complete it.
- c) The extension will be subject Council's approval.

4.5. Reporting requirements

4.5.1. Quarterly Progress report

Organizations receiving funding above \$20,000 annually must submit a Quarterly Progress Report, which serves as a comprehensive document detailing the project, program or event's execution, accomplishments, and impact on the community within the designated quarter.

4.5.2. Final report

At the end of the project, program or event, all successful applicants must complete a Final Report, which must:

- a) Be submitted to the District's Finance Department within 90 days of the conclusion of the project or event;
- b) Include a full description of the implementation of the project, program or event for which funding was approved;
- c) Demonstrate how many individuals accessed or participated in the project, program or event and what the benefits were to the community;
- d) Provide financial records detailing all expenditures facilitated by the District contribution; and
- e) Detail the methods by which the District's assistance was acknowledged.

4.5.3. Any surplus funds from the District contribution must be returned with the Final Report.

4.5.4. The Finance Department will forward the Final Reports for Council information, as correspondence in a Council meeting agenda. The financial information included in such correspondence must exclusively pertain to the funded project.

4.5.5. Further assistance may not be provided to the organization or society until the report has been received and reviewed.

4.6. Payment Schedule

Upon approval of the Grant-in-aid request, the funds will be disbursed based on the following:

- a) All applications up to \$20,000.00 will be eligible for disbursement upon Council approval.
- b) For applications over \$20,000.00, funds will be released on a quarterly basis, only after the Quarterly Progress Report is submitted by the organization and reviewed by the District's Finance Department.
- c) 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.



SCHEDULE A - APPLICATION FORM

Deadline for applications: Second Friday of January

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): \$ _____		Proposal #1 The proposal is best characterized as: <input type="checkbox"/> Event <input type="checkbox"/> Program <input type="checkbox"/> Capital Project The approximate number of community members that the proposal will benefit: _____ 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 <input type="checkbox"/> Other: _____
If more than one proposal:		
Value of Proposal #1 - \$ _____		
Value of Proposal #2 - \$ _____		
Value of Proposal #3 - \$ _____		

<p><u>Proposal #2</u></p> <p>The proposal is best characterized as: <input type="checkbox"/>Event <input type="checkbox"/>Program <input type="checkbox"/>Capital Project</p> <p>The approximate number of community members that the proposal will benefit: <hr/></p> <p>The 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><u>Proposal #3</u></p> <p>The proposal is best characterized as: <input type="checkbox"/>Event <input type="checkbox"/>Program <input type="checkbox"/>Capital Project</p> <p>The approximate number of community members that the proposal will benefit: <hr/></p> <p>The 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>
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Submit to:
District of Tumbler Ridge
Finance Department
P.O. Box 100
Tumbler Ridge, BC
V0C 2W0



DISTRICT OF TUMBLER RIDGE
Grant-in-aid Policy

SCHEDULE B - 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-in-aid we give the District (or a third party appointed by the District) the right to review the project, program 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. If there is suspicion of mismanagement/fraud relating to grant funding, the Council will be notified immediately.

Signature	Position	Date



SCHEDULE C - QUESTIONNAIRE

Orientation

Thank you for expressing interest in the Grant-in-aid funding. We value your commitment to enhancing our community through your proposed project, program or event.

- When responding to the following questions, we kindly request you to be as thorough and specific as possible.
- Avoid general or vague answers, as they may not adequately showcase the uniqueness and impact of your proposal.
- All the questions must be answered. If it is not applicable, please explain why.

By providing specific details, you will help us gain a clearer understanding of your organization's objectives, the intended benefits for the community, and how the Fee for Service funding can contribute to the success of your initiative.

1) General Information

- a) Describe the operation and history of your organization.
- b) Describe the specific activity to which the Grant funding would be applied.
- c) How was the need for your proposal identified and how will the activity meet this need?
- d) How will this proposal benefit the community and be aligned with the District's strategic priorities?
For example:
 - Promoting the enhancement of community identity and pride locally
 - Encouraging and expanding volunteerism
 - Promoting healthy living
 - Promoting history, arts, culture, and roots
 - Ensuring sustainability
 - Ensuring sustainability for the community, including financial stability
 - Enhancing the quality of life for residents.
 - Event/Program Awareness and Outcomes
- e) How will participants or beneficiaries become aware of this project, program or event?
- f) What are the expected outcomes of the proposed activity?
- g) 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.

2) Evaluation and Uniqueness

- a) How will you evaluate your proposed activity after the project, program or event?
- b) Identify any similar projects, programs or events offered in the District and describe how your proposed activity is unique.

3) Collaboration and Governance

- a) List any organizations with whom you collaborate or partner to provide services.
- b) Please indicate how your organization will recognize the District's contribution to your project, program or event.
- c) Please describe the governance structure of your organization.

4) Financial and Membership Information

- a) Please describe the financial controls and administrative management process in your organization.
- b) Please describe the organization's financial need for District funding assistance for this proposal.
- c) What are the total annual revenues for your organization?
- d) Will this activity be completed within 12 months of receipt of the District grant?
- e) Will this grant be used to pay District property tax?
- f) Will this grant be used to offset a prior year's operational or capital budget?
- g) Will this grant be used to fund staff training and professional development? If so, please give details.
- h) Please describe your organization's membership criteria, detail how many members you have, and indicate what volunteer activities the organization undertakes.

5) Contingency and Previous Funding

- a) Outline your contingency plan if this grant application is not approved.
- b) Please list any assistance your organization has received from the District in the previous four years.
- c) What previous grants have you administered from sources other than the District?

6) Marketing and Goals

a) Please describe the marketing and self-financing activities of your organization. Where do the organization's revenues come from, and approximately what percentage is derived from each source?

b) What are your organization's overall goals and objectives for the coming three years?

Conditions

- If the assistance isn't fully used for the stated purposes or is no longer needed for the project, the extra funds must be returned to the District's Finance Department.
- Applications above \$20,000.00 require Quarterly Progress Reports. Funds will be released quarterly after these reports are submitted by the successful applicant and reviewed by the District's Finance Department.
- The successful applicant must send a Final Report to the District's Finance Department within 90 days of the competition of the project, program or event. Not submitting this report may affect future assistance.
- Please note that the project or event can't be claimed as a District's activity, and the applicant can't act as an agency of the District.

Signature:

Date:



DISTRICT OF TUMBLER RIDGE
Grant-in-aid Policy

SCHEDULE D – Application Review (For internal use only)

Reviewed by:			
Received:	Day	Month	Year
Required documentation attached		<input type="checkbox"/> Yes	<input type="checkbox"/> No
All questions complete		<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			
Reviewer's Comments			