



The Corporation of
The Village of Burns Lake
It's Only Natural!

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Department: General Government

Title: Grant-in-Aid

Purpose: To establish a policy governing Council's consideration and evaluation of requests for Grants-in-Aid as defined under Section 176(1)(c) of the Local Government Act.

Pursuant to Section 176(1)(c) of the *Local Government Act*, Council may – by resolution – grant aid to various charitable or non-profit organizations.

The Village of Burns Lake deems it appropriate to approve grants-in-aid to groups, organizations, and individuals for activities, events, and programs that are considered beneficial to the community as a whole. Decisions regarding requests for grants-in-aid will be governed by the following guidelines:

Grant-In-Aid Budget:

1. Council shall set an annual grant-in-aid budget as part of the provisional budget approval process undertaken in January of each year. Once this annual grant-in-aid budget has been set, council shall not exceed it in any given year.

Eligible Applicants:

2. Applications for Grants-In-Aid will only be accepted and considered from non-profit and/or charitable organizations:
 - i. Operating inside the municipality; or
 - ii. Organizations considered by council to contribute to the general interest, health, and/or welfare of the municipality in its entirety; or
 - iii. A tourist organization or other association whose purpose is to provide residents and non-residents with information about the village and its advantages as a manufacturing, business, educational, residential, recreational, or tourism center; or
 - iv. An organization or group assisting in the celebration of an event of public interest; or
 - v. Individuals or organizations that, having attained a recognized level of athletic, academic, or cultural excellence, are representing the Village at specific events outside the municipality.
 - vi. Preference will be given to organizations or individuals whose purpose represents one of Council's current goals and objectives.

Automatic Rejection Criteria:

3. Director of Financial Services
The Director of Financial Services has the authority to reject any grant-in-aid application that:

- i. Would be to the sole benefit of an individual, i.e., and any event that would bring reward to a single person rather than to the community as a whole.
- ii. Has political, religious, or cause affiliation which would support a particular philosophy of thought or belief over another.
- iii. Would benefit a for-profit organization, or help defray the costs of for-profit programs and/or events.
- iv. Is received after the deadline.

Financial Review Criteria and Guidelines:

4. General Criteria and Guidelines:

Any grant-in-aid authorized by Council must approved under the municipality's 5-Year Capital Plan.

Funding Formula:

The following funding formula shall apply to grants-in-aid approved by council for the Village of Burns Lake:

(a) Grants-in-Aid for Physical Assets

(E.g. building, equipment, etc.)

- (i) If the physical asset for which the grant-in-aid is being approved benefits the entire demographic and geographic of the community, or is open to all citizens of the community, the grant-in-aid must not exceed 33% (1/3) of the asset's net cost;
- (ii) If the physical asset for which the grant-in-aid is being approved benefits a portion of the community defined by geographic or demographic boundaries, the grant-in-aid must not exceed 17% (1/6) of the asset's net cost.

(b) Grants-in-Aid for Special Events:

(E.g. community festivals, community sports, etc.)

- (i) If the special event for which the grant-in-aid is being approved benefits the entire community or is open to all citizens of the community, the grant-in-aid must not exceed 33% (1/3) of the special event's net cost;
- (ii) If the special event for which the grant-in-aid is being approved benefits a portion of the community defined by geographic or demographic boundaries, the grant-in-aid must not exceed 17% (1/6) of the special event's net cost.

(c) Grants-in-Aid for Service(s):

(E.g. mandated parks, recreation, arts and culture, training, etc.)

- (i) If the service(s) for which the grant-in-aid is being approved benefits the entire community or is available to all citizens of the community, the grant-in-aid must not exceed 33% (1/3) of the net cost of providing the service(s);
- (ii) If the service(s) for which the grant-in-aid is being approved benefits a portion of the community defined by geographic or demographic boundaries, the grant-in-aid must not exceed a maximum funding of 17% (1/6) of the net cost of providing the service(s).

Application Process

5. Requests for grants-in-aid must be submitted to Council on the application form provided by the Village, and include the following supporting material:
- i. A budget for the event or program that clearly shows how, if approved, the grant-in-aid will be utilized;
 - ii. An outline of the organization's or individual's goals or objectives, or the goals and objectives of the program for which the grant-in-aid is requested;
 - iii. Applicants registered as Societies must be in good standing with the Registrar of Societies and submit proof of membership;
 - iv. If the applicant is an organization or society, a copy of its most recent financial statement, including in-kind support;
 - v. Proof of community support (i.e., letters of support, etc.);
 - vi. A list of direct and indirect benefits to the community.

In addition to submitting a written request of this type, groups seeking grants-in-aid may also be required to present their requests orally at an open meeting of Council. Presentations of this type are to be booked by administration at a date and time acceptable to Council.

Application in Review Process:

6. The following steps occur in the process of review after receipt:
- The application, including supporting material, is submitted to administration prior to November 1 of the current year for funding in the following year.
 - Administration will apply policy to applications, and applications meeting the requirements will be placed in their entirety in Council's agenda package;
 - In January of the following year, administration will send follow-up letters to applicants being considered for grants-in-aid if and only if additional information is required, or the individual/group/council has requested a public presentation.
 - Applicants for grants-in-aid will be advised in writing of council's decision.

Application Deadline

7. All applications, except those deemed "extraordinary" in nature by Council as per the criteria outlined in Section 9 of this policy, shall be submitted to the Village no later than November 1 of each year. Applications received after the annual deadline will be considered for the following calendar year.

Consideration of Applications

8. Council shall, in an open meeting held no later than January 31 of each year, review all eligible requests for grants-in-aid received on or before the annual application deadline.

All organizations and individuals making applications for grants-in-aid shall receive notification of council's decision in writing no later than May 15 of each year. Successful applicants will be issued funds from the community grants account upon final approval of the Corporation of the Village of Burns Lake Annual Five Year Capital Plan Bylaw.

There shall be a maximum of one (1) grant-in-aid issued per applicant per year. Staff shall keep records of all grant-in-aid requests and their disposition, and may upon request provide recommendations to council on the suggested disposition of any application.

Extraordinary Applications

9. At Council's discretion, the Village may entertain "extraordinary" applications for grants-in-aid.

"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 an applicant to meet the November 1 grant-in-aid application deadline shall not in itself be construed by Council as adequate justification for entertaining an "extraordinary" application.

An 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 make said application "extraordinary".

Grant-in-aid requests for events that entitle groups or individuals to represent Burns Lake at a provincial, national, or international level will at council's discretion be considered for a maximum grant of \$300.

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 identified in Section 1 of this policy.

No organization, group, or individual may submit more than one "extraordinary" request for a grant-in-aid per year.

Approved: November 23, 2004

Amended: |

