

**POWELL RIVER REGIONAL DISTRICT**

**SECTION 3                    FINANCIAL POLICIES**

**POLICY                        3.11**

**SUBJECT                      FINANCIAL ASSISTANCE (GRANT-IN-AID)**

**ADOPTED                    JULY 25, 2013**

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**POLICY STATEMENT:**

The Powell River Regional District (PRRD) supports the enhancement of a positive quality of life for all of its residents and one means of helping to achieve this goal is through an annual grants-in-aid program. Building on the pillars of sustainability: economy, environment, culture, infrastructure, society and governance; applications will be considered for initiatives that offer programs and facilities that are utilized, frequented or patronized by residents of the Powell River regional district inclusive of electoral areas A, B, C, D, E, City of Powell River and Tla'amin.

The funding from the PRRD may be used to kick start initiatives with seed funding, support capital projects to construct new, or to upgrade, repair, renovate or otherwise improve existing community indoor or outdoor public-use facilities. Funding can be used to promote or foster economic activity or provide for social well-being of the residents of the Powell River region district. It can also help to match funding obtained through Provincial and/or Federal programs.

**PURPOSE**

To establish guidelines for the consideration of requests for financial assistance (grants-in-aid).

**PROJECT CRITERIA**

Projects must involve or benefit a significant segment of the electoral area or region and can include:

- **Projects**  
One time only projects that will help or respond to health, social and cultural needs within the Powell River regional district may be eligible for a grant. The project must have a specific set of goals and objectives, and have a defined start and finish date.
- **Programs and Services**  
Ongoing programs and services which contribute to the health and social well-being of PRRD residents may be eligible for a grant.
- **Events**  
Special events that enhance and contribute to the Powell River regional district's cultural life and promote community involvement and spirit may be eligible for a grant. The events must have a defined start and finish date, but may also be held annually.

Applications involving land and/or facilities under the direction or ownership of a local municipality **must** include from the municipality a letter of support for the initiative.

The Board may, at its discretion, award grants to groups which offer a service deemed of value to the Powell River regional district, or to community committees, whose mandate is to function for the good of the PRRD and its residents.

## **ELIGIBLE APPLICANTS**

Eligible applicants include:

- Not-for-profit or charitable organizations that are registered or incorporated and in good standing with the Societies Act and Revenue Canada;
- Organizations affiliated with a community or provincial organization in the subsection above;
- Well established community groups that offer projects, programs, services or events which have a demonstrated need in the community and which provide benefits to PRRD residents;
- Other agencies or projects so determined by the Board of the PRRD.

## **EXCLUSIONS FROM ELIGIBILITY**

The following are specifically excluded from funding under the PRRD's grants-in-aid program:

- Applications from individuals;
- Educational institutions (e.g. schools, universities, colleges);
- Religious organizations that serve primarily their membership and / or their direct religious purposes;
- Activities of ethno-cultural organizations that serve primarily their membership and/ or their specific ethnic promotion;
- Hospitals and health care facilities;
- Annual fund-raising campaigns, from letter requests or telephone campaigns;
- Aid to endowment funds;
- Debt retirement, interest payments or reserves;
- "For-profit" commercial ventures or private organizations;
- The cost of developing a proposal;
- Conducting studies to assess an existing facility and its suitability to accommodate changes or to help assess the need for a new facility or expansion/upgrading of an existing facility;
- Other agencies or projects so determined by the Board of the PRRD.

## **PROCESS**

Applications must include all documentation requested in the application form and must be submitted to the finance department of the PRRD. Not all organizations meeting the basic criteria will automatically receive a grant. Approval of a grant by the PRRD one year does not ensure that grant requests in a subsequent year will be successful.

## **GRANT CALCULATIONS/CONDITIONS**

Due to limited funds, not all applications meeting the funding criteria will obtain grant approval. The Board may award a grant that is less than the amount applied for by the applicant.

Applicants should demonstrate that they have applied for other funding opportunities through the appropriate Provincial/Federal Program(s) or reasons why not.

Applicants generally will be required to provide a local component of funding, either through fund raising, donations, work-in-kind, contributions from the local municipality, or corporate support.

The contribution from the Regional District will not normally exceed 25% of the total project. The Board may, at its sole discretion, override the previously noted guideline.

Applicants must demonstrate how their projects will be sustained and supported following receipt of the Grant-In-Aid funding.

The Board of the PRRD may refuse funding of any application.

The decision of the Board of the PRRD on any grant is final.

## **USE OF THE GRANT**

A grant recipient must use the grant only for the purpose of which the application was approved. Any alteration in this purpose must be approved in writing by the Board of the PRRD.

A recipient who does not use the funds for the purpose for which it was awarded will have to repay the grant as a debt due and owing to the PRRD.

Unused portions of the grant must be returned to the PRRD.

The Board of the PRRD or their authorized representatives, may request additional information (e.g. books and records, financial statements, progress reports, permits, construction documents, on-site inspections, audited statements or other relevant information) to determine whether the funds were expended in accordance with the conditions upon which they were granted.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

The information collected to support your application is for the use of the Board of the PRRD in assessing your grant request. The information will be used for the administration of the PRRD Grant-In-Aid Program, which is coordinated by the PRRD. The information may also be shared with other government departments/agencies with interests in the initiative for which application is being made. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

## POWELL RIVER REGIONAL DISTRICT

### GRANT APPLICATION – GUIDELINES

#### A. REQUIRED DOCUMENTATION

The following documents are required:

- (a) A list of your Board of Directors, Officers and Executive Directors (if applicable).
- (b) A copy of the organization's current registration documents, indicating that it is in good standing.
- (c) Your latest financial statement endorsed by two signing officers of the Board of Directors.
- (d) A budget for the year in which the grant is requested. (*This may be the budget for your organization, or, if you are requesting funding for a specific project, submit the project budget only*).
- (e) Short description of the purposes of your organization

#### B. INITIATIVE AND FINANCIAL INFORMATION

**Nature of Initiative** Identify the event or outcome of work to be carried out (i.e. a detailed description of the initiative, what is going to transpire or happen).

**Estimated Total Initiative Cost** An initiative budget must be submitted which summarizes the estimated costs of the initiative.

**Grant Request** Indicate the amount of funding requested from the PRRD.

**Other Revenue** List the other sources of revenue for the initiative including the amount of actual cash your organization will contribute to the initiative.

#### C. DEADLINE

The PRRD's budget is completed by March 31 each year. It is strongly recommended that applications be submitted prior to the end of February of any calendar year.

Organizations will be notified by May 31<sup>st</sup> each year, in writing, whether or not their grant application has been successful.

Applications should be addressed to:

Manager of Financial Services  
Powell River Regional District  
202 – 4675 Marine Avenue  
Powell River, BC V8A 2L2

**POWELL RIVER REGIONAL DISTRICT**

**GRANT-IN-AID APPLICATION**

**ORGANIZATION**

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Registration Number (Societies Act): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Business \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

**ORGANIZATION PROFILE**

Mission / Purpose Statement:

\_\_\_\_\_  
\_\_\_\_\_

Description of Clientele:

\_\_\_\_\_  
\_\_\_\_\_

Number of Clients Served Annually: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Primary Geographic Region Served: \_\_\_\_\_

Annual Operating Budget: \_\_\_\_\_

**List of Executives:** Attach a separate page listing names, positions and addresses of all of your current executive and/or board of directors, including names, titles, address and home/work phone numbers.

**Budget and Financial Statements:** Attach a complete budget for your specific project/event and your most recent financial statements signed by two directors. (Note: The budget should show the amount of revenue received from user fees, fund raising activities, membership fees, other government funding, etc.).

**GRANT INFORMATION**

Nature of Initiative:

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Initiative Start Date: \_\_\_\_\_

Initiative Completion Date: \_\_\_\_\_

Grant requested is for (check all applicable)

- General Operating Assistance       Specific Project  
 Capital       Special Event

Facility: If the initiative is a capital or renovation project please provide:

Name of Facility: \_\_\_\_\_

Street Address or Legal Description:

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Registered Holder of Land Title (Provide Documentation):

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Facility Operator/Leaseholder:

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Describe your initiative and how your grant monies would be used:

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Describe how your organization or project benefits regional districts residents inclusive of electoral areas A, B, C, D, E, City of Powell River and Tla'amin.

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How do you evaluate the success of your service/project? (Describe in detail).

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**INITIATIVE / PROJECT BUDGET**

**(A) Total Project Cost:** \$\_\_\_\_\_ (Attach detailed cost estimates)

<b>Revenues:</b>	<b>Confirmed</b>	<b>Anticipated</b>
Provincial Government Grant Funding	\$_____	\$_____
Federal Government Grant Funding	\$_____	\$_____
Municipal Funding	\$_____	\$_____
*In-Kind/Volunteer Labour/Services/Equipment	\$_____	\$_____
Donations	\$_____	\$_____
Cash	\$_____	\$_____
<b>(B) Total Revenue</b>	<b>\$_____</b>	<b>\$_____</b>

**(A – B)** Amount Requested from the Regional District      \$\_\_\_\_\_

\*The volunteer labour should be directly related to the initiative for which funding is being requested.

**SIGNATURES**

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

## **APPLICATION CHECKLIST**

- A completed and signed application form;
- A detailed description of the proposed project;
- Anticipated impact/benefits of the project on the community (beyond the applicant's direct membership);
- How the success of the service/project will be evaluated;
- Includes a list of key dates/milestones for the project;
- The project's budget and detailed cost estimates, project revenues and expenses;
- A list of your organization's Board of Directors, Officers and Executive Directors (if applicable);
- A copy of the organization's current registration documents, indicating that it is in good standing;
- The most recent financial statements, independently reviewed and/or signed by two board members;
- A budget for the year in which the grant is requested.