



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date September 16, 1991	POLICY NO: 01.FIN
Amendment Date(s): 1997 November 4, 2013 April 7, 2014 May 10, 2015 December 05 2016	File No: 0340-50-1991-01
SUBJECT: GRANTS IN AID	
Department: Finance	

PURPOSE

That Council recognizes there are organizations and groups in our community who provide worthwhile programs and services to our residents. It is in the best interest of the community to ensure that these services continue to be provided. Given the lack of resource funding for some organizations and projects, it is Council's belief that we can support our community by offering a limited dollar amount of grants to be offered each year. A municipality cannot be expected to support those organizations that provide services which in Council's opinion are in the area of responsibility held by senior levels of government.

The program is specifically for seed funding and special projects.

The District does not generally fund maintenance projects with grants in aid.

POLICY

Under the Authority of Section 176 of the *Local Government Act*, the Council may grant aid for or to a variety of organizations.

All previous policies governing grants in aid are hereby rescinded.

All grant requests shall be submitted in writing prior to the third Friday in September for consideration of inclusion within the following year's Provisional Budget. Information required includes:

- 1) Brief history of the organization;
- 2) Present Board of Directors;
- 3) Most recent consolidated financial statements;
- 4) Local membership content;
- 5) Present operating budget amount requested and a summary of the benefits direct to the District and its taxpayers.

Additionally, applicants are advised to review the "Criteria for Awarding Grants" to ensure their application complies.

All grant requests shall be subject to the availability of funding within the current annual operating budget. Completed grant applications shall be forwarded to the Administration and Finance Committee for recommendation.

CRITERIA FOR AWARDING GRANTS

- a. The program is specifically for seed funding and special projects, not operating expenses.
- b. The District does not generally fund maintenance projects with grants in aid.
- c. Grants will not be provided for sports organizations for competition/travel expense.
- d. The requesting organization must be a registered non-profit society. Proof of registration must be provided with the application.
- e. The organization must demonstrate financial need for a specific program or project. It must demonstrate financial independence in its general operation, with multiple sources of income, and not totally reliant on the District of Central Saanich.
[NOTE: Newly formed organizations will be exempted from this provision the first year, but all criteria will apply for future years.]
- f. The organization must have other sources of financial support, and details of these sources must be submitted as part of the application.
- g. The program to be funded must be accessible to large segments of the community.
- h. The organization must have broad base of public support within the District.
- i. The organization must have a solid volunteer base, with a large participation from the District of Central Saanich.
- j. Organizations must demonstrate that they have made a reasonable attempt to obtain funding from other funding sources, including but not limited to other local, first nations, regional, provincial and federal funding sources. Grants will not be provided if the District is the only or the major (>50%) source of funding.
- k. Organizations must provide an annual financial statement showing how the District's prior, if any, funding was spent. If the organization has been granted funding greater than \$10,000, an audited financial statement is required.
- l. The organization must provide an annual budget showing how the requested contribution by the District will be spent.
- m. The organization must demonstrate the benefits to the District and its residents that will be realized if the financial assistance is provided; said benefits should be primarily to residents of Central Saanich.
- n. Council will not provide grant support to organizations and groups whose mandate falls within the scope of another level of government and who have been traditionally funded by another level of government, e.g. social services are funded by the Provincial government, affordable housing by Capital Regional District.
- o. Preference will be given to organizations in Central Saanich whose services complement the services provided by the District of Central Saanich, and which, in other municipalities, might conceivably be provided by the local government.