

	POLICY	No.	7.5
	GRANT IN AID	Effective Date	December 10, 2024
		Revision Letter	E
		Council Approval	2024-22-08

1.0 PURPOSE

- 1.1. The purpose of this policy is to set out the grant in aid application and review processes to promote fairness and consistency in the granting of funding for projects and activities that benefit the community.

2.0 SCOPE

- 2.1. This policy applies to all requests for grant funding received by the District of Fort St. James.

3.0 DEFINITIONS

- 3.1. **Applicant** means the not-for-profit or registered charitable organization that is applying for the Grant in Aid.
- 3.2. **Business Day** means any day from Monday to Friday, inclusive, between the hours of 8:30 AM and 4:30 PM, during which the Municipal Office is open to the public, excluding statutory holidays and other days when the Municipal Office is officially closed.
- 3.3. **Council** means the Council of the District.
- 3.4. **Capital Works Grant in Aid** means not-for-profit or registered charitable organizations undertaking capital improvement projects.
- 3.5. **District** means the District of Fort St. James.
- 3.6. **Extraordinary Application** means an application which, in the opinion of the Chief Financial Officer, could not have been made in advance of the event or activity for which funding is being requested, due to circumstances beyond the **Applicant's** control.
- 3.7. **General Grant in Aid** means not-for-profit or registered charitable organizations or individuals that are:
- making a specific contribution towards enhancement of the quality of life within the community; or
 - travelling outside the community, having attained a recognized level of excellence in areas of recreational, academic, or cultural pursuits.
- 3.8. **Matching Grant in Aid** means not-for-profit or registered charitable organizations that have been offered funding from another source conditional on a municipal contribution.
- 3.9. **Sponsorship** means a request for financial support toward the cost of an event, program, or organization, provided in exchange for tangible benefits such as advertising, recognition, or other agreed-upon considerations.

4.0 POLICY

Grant in Aid Categories

- 4.1. Council will consider Grant in Aid requests that fall into one of the following categories:
- a) **General Grant in Aid;**
 - b) **Matching Grant in Aid;** or
 - c) **Capital Works Grant in Aid.**
- 4.2. Council will consider a **Sponsorship** request as and when they are received, and they fall outside of the Grant in Aid policy.

Application Process

- 4.3. Council will consider applications on a quarterly basis, the quarterly intake periods are as follows:
- a) Quarter 1 application deadline is the last **Business Day** of February;
 - b) Quarter 2 application deadline is the last **Business Day** of May;
 - c) Quarter 3 application deadline is the last **Business Day** of August; and
 - d) Quarter 4 application deadline is the last **Business Day** of November;
- 4.4. Notwithstanding section 4.2, Council will consider an **Extraordinary Application** at the next Regular Council Meeting provided the **Applicant** has satisfied the Chief Financial Officer that the application could not have been submitted within the quarterly intake periods.
- 4.5. An **Applicant** will submit a Grant in Aid application form in the form prescribed by the Chief Financial Officer.
- 4.6. Subject to 4.4 if the **Applicant** has not completed the Grant in Aid application form to the satisfaction of the Chief Financial Officer, the Chief Financial Officer will hold or reject the application.

Application Criteria

- 4.7. A Grant in Aid application must comply with the following criteria:
- a) be a benefit to the whole community, or the greatest number of Fort St. James residents as reasonably possible;
 - b) provide a worthwhile service to the community and not duplicate or compete with existing services;
 - c) the applicant must be located within Fort St. James or Electoral Area C (Fort St. James Rural); and
 - d) if it is for an event, the event must be open to all members of the public.

Evaluation Criteria

- 4.8. At their discretion, Council may:

- a) require an **Applicant** to demonstrate that they have sought other sources of grant funding prior to approaching the District for a Grant in Aid;
 - b) request additional information from the **Applicant**, which could be in the form of:
 - i. delegation to Council; or
 - ii. correspondence to Council;
 - c) limit the number of grants to a particular organization in a calendar year;
 - d) provide a lesser funding amount than requested by the **Applicant**;
 - e) provide the full funding amount requested by the **Applicant**;
 - f) require an **Applicant** provide a report within 60 days of completion of their event/project;
 - g) place conditions on the Grant in Aid funding; or
 - h) reject a Grant in Aid.
- 4.9. Council shall not provide funding for relief from municipal property taxes or utility fees through Grants in Aid.

Rejection and Returns

- 4.10. An **Applicant** that has outstanding accounts with the District will be rejected by the Chief Financial Officer.
- 4.11. An **Applicant** that has cancelled their project or event in which was the basis for the Grant in Aid funding, shall return the funding to the District within 60 days of the cancellation.
- 4.12. An **Applicant** that has not returned funding as described in Section 4.9 will have all future Grant in Aid requests rejected until the funding has been repaid to the District.

5.0 RESPONSIBILITIES

- 5.1. It is the responsibility of the Chief Financial Officer to administer this policy.
- 5.2. It is the responsibility of the Chief Administrative Officer to:
- a) review this policy annually; and
 - b) approve administrative updates to this policy.
- 5.3. It is the responsibility of Council to:
- a) award Grants in Aid in accordance with this policy; and
 - b) approve this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name of Approver	Date Approved
Owner	Corporate Officer	Alexander Bihori	December 3, 2024
Reviewer	Chief Administrative Officer	Rachelle Willick	December 3, 2024
Final Approver	Mayor and Council	Martin Elphee	December 10, 2024

7.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
September 13, 2006	N/A		Original Policy
February 11, 2009	A		
January 25, 2012	B		
April 27, 2016	C		
August 8, 2023	D	Gwendolyn Kennedy, Corporate Officer	5.5 (a): Adds requirement that Council consider whether an applicant has sought other sources of funding.
December 10, 2024	E	Alexander Bihori, Corporate Officer	Updated extraordinary application definition to CFO discretion. Introduced quarterly intake periods with deadlines. Removed grant in aid budget section. Added CFO review of applications and outstanding fees leading to rejection. Adjusted the prohibited uses for tax/utility relief. Adjusted responsibilities section for CAO, CFO, and Council. Added more definitions.

Grant in Aid Applicant Information

Application Date	
Organization's Full Legal Name	
Mailing Address	
Organization Website	
Organization President/Executive Director	
Applicant Name	
Applicant Title/Position	
Phone Number	
Email	
Contact Person (if different)	
Contact Person position	
Contact Person Phone Number	
Contact Person Email	

Organization Information

Registered Not-for-profit?

☐

Yes

☐

No

Registration Number

Please indicate Grant in Aid funding received in the last two years.

(Include \$ amount of financial and/or in-kind received, if none received indicate \$0)

\$

Last year

\$

2 years ago

Mission Statement/Purpose (500 characters or less)

Brief Description of Organization (1,000 characters or less)

Current Fundraising Initiatives (500 characters or less)

Attach any supporting documents with further information about your organization.

Proposal Request

Program / Project / Event Name

Description & benefit to the community (1,000 characters or less)

Attach any supporting documents with details about your program, project, or event.

Type of Funding Request:

☐

Financial Aid

☐

In-Kind

*Contact the District office for a quote on an **in-kind** request*

Category:

☐

General

☐

Matching

☐

Capital

Amount Requested

\$

Total budget

\$

Percent of your Program Budget covered by this request

%

(i.e. a \$500 grant would cover 10% of a \$5,000 event/project/program)

How much money you have fundraised for this event? \$

Please explain if and how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the District of Fort St. James or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Board Chair or President (print name)

Signature

Date Signed

Applicant (print name)

Signature

Date signed

Application Checklist

- ☐ **Completed and signed Grant in Aid application**
- ☐ **Any supporting organizational documents attached** (Mission, Mandate, Financial Statements, Resolutions, etc.).
- ☐ **Any supporting documents with details about your program, project, or event**
- ☐ **Budget** (include a detailed budget for the program, project, or event which states all potential revenue sources and all expenditures)
- ☐ **Long-Term Plan** (Optional – attach additional information regarding how the organization intends to become more self-sufficient and less reliant on municipal Grants in Aid)

District of Fort St. James Grant in Aid Budget Template

Organization _____

Date _____

Initiative/Event request pertains to : _____

List all sources of event/initiative Revenue and Expenses, including "in-kind" contributions:

REVENUE	Description	This Fiscal Year (Proposed program budget)
Grants		\$
District of Fort St. James		\$
Regional District of Bulkley-Nechako		\$
Province of British Columbia		\$
Government of Canada		\$
Other grants: Organization		\$
		\$
		\$
General Income		\$
Fundraising		\$
Participation/entrance fees/ticket sales		\$
Product/merchandise sales		\$
Donations		\$
Other Revenue (specify)		\$
		\$
		\$
		\$
		\$
TOTAL INCOME		\$

EXPENSES	Description	This Fiscal Year (Proposed program budget)
General Expenses		\$
Advertising and promotion		\$
Room/space rentals		\$
Equipment rentals		\$
Event-specific supplies		\$
Volunteer costs (food, shirts)		\$
Honorariums		\$
Other Expenses (specify)		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSES		\$