



REGIONAL GRANTS-IN-AID POLICY

Purpose:

To establish a policy for CVRD Regional Grants-in-Aid that is consistent, fair and accountable for tax payers and applicants.

Background:

1. A Regional Grant-in-Aid is to provide financial assistance to an organization that benefits the residents of the Cowichan Valley Regional District.
2. The amount awarded as Regional Grants-in-Aid in any 1 year by the Regional District is limited to a maximum of 1% of the previous years' total requisition.
3. On an exception basis the Board may choose to award a Regional Grant-in-Aid beyond the maximum 1% of the previous year's total requisition for an event or expenditure involving interregional, provincial, federal, or international participation, or in a case where there is significant economic benefit to the Region as a whole.
4. No organization will receive more than 3 Regional Grants-in-Aid.
5. Regional Grants-in-Aid are determined on an annual basis.

Eligibility:

1. The organization will normally be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Organizations must be locally based, providing a service that benefits the residents of the region, and whose efforts are regional in nature.
3. An organization applying for a Regional Grant-in-Aid **must** provide the following information in order to have its application considered:
 - a) name of the organization;
 - b) name of the individuals representing the organization;
 - c) description of the project, event or service for which funding is requested;
 - d) demonstrate that the project, event or service provided fills a need in the region;
 - e) identify the beneficiaries of the project, event or service;
 - f) indicate the total cost of the project, event or service;
 - g) indicate other sources of funding for the project, event or service;

- h) indicate whether an application to other local governments has been made;
 - i) indicate the volunteer labour and in-kind donations to be contributed towards the project, event or service by the members of the organization;
 - j) specify the amount of financial assistance required; and
 - k) provide the organization's current annual budget and previous year's financial statement.
4. The Regional District will not provide a Regional Grant-in-Aid to an industrial, commercial or business organization.

Application Process:

1. All Regional Grant-in-Aid applications must be submitted to the General Manager Corporate Services on or before **January 31st** in order to be considered by the Regional District for funding in the upcoming budget.
2. Regional Grant-in-Aid applications received after January 31st will not be considered for funding in that years' budget.
3. The Regional Services Committee will consider all applications for funding received on or before January 31st and make recommendations to the Regional Board of Directors prior to adoption of the Annual Budget.

Release of Regional Grants-in-Aid:

1. In April of each year the applicants will be advised in writing as to whether or not they have been awarded a Regional Grant-in-Aid.
2. Organizations awarded a Regional Grant-in-Aid will receive their funds by May 1st each year.
3. Organizations awarded a Regional Grant-in-Aid must submit a final report no later than December 31st of the year the funds were received. The report must include how the funds were used, how the community benefited and any outcomes if applicable.

Approved by: CVRD Board Approval date: July 9, 2014
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REGIONAL GRANT IN AID APPLICATION

Name of Organization: _____

Name of Contact Person: _____

Mailing Address: _____ Postal Code: _____

Telephone No. _____ Fax No: _____

Description of Project, Event or Service: _____

Is the Project, Event or Service already provided in the community by another organization?

Yes _____

No _____

If yes, provide details: _____

Who will benefit from the Project, Event or Service: _____

Total cost of the Project, Event or Service: \$ _____

Will you receive other sources of funding? Yes _____ No _____

Please describe other sources of funding and amounts as requested or expected:

_____ \$ _____

Indicate the volunteer labour and/or in-kind donations to be contributed to the Project, Event or Service:

Have you included your organizations current annual budget and previous years' financial statements?

Yes _____

No _____

Grant in Aid applied for: \$ _____

Note: All applications must be received by the Regional District on or before January 31st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Project, Event or Service.

For office use only:

- All required documentation is included in application
- The applicant is an incorporated society
- The organization has not received 3 or more Regional Grants-in-Aid
- The organization is locally based