

**PURPOSE**

The mission of the District of Sicamous is to maintain and enhance the quality of life in Sicamous, to manage or provide safe, efficient and cost-effective municipal services and to plan for healthy, productive, and balanced growth. The District is committed to work in partnership with citizens to realize the full potential of Sicamous.

A Community Service Grant Program is one of the programs that council offers to support their mission. Not-for-profit organizations who have goals in common with council's goals can qualify for funding.

**SCOPE**

This policy applies to the administration of the Community Service Grant Program. The grant program is administered by Shuswap Community Foundation through the Sicamous Grants Committee, in accordance with an agreement between the District and the Foundation, dated the 22nd of February 2023, (the "Agreement").

**DEFINITIONS**

**"District"** means the District of Sicamous.

**"Council"** means the Council of the District of Sicamous.

**"Councillor"** means a member of Council other than Mayor.

**"Council Member"** means a Mayor or Councillor of the District of Sicamous.

**"Council Meeting"** means a meeting of Council or a Committee.

**"Foundation"** means the Shuswap Community Foundation.

**"Agreement"** means the Community Service Grant Agreement between the District and the Foundation, dated February 22, 2023.

**"Grant Program"** means the Community Service Grant Program.

**"Grants Committee"** means the Sicamous Grants Committee, as outlined in the agreement between the District and the Foundation

**POLICY**

**Funding:**

The Grant Program is subject to continuance of ongoing annual funding. Funding will be for a four-year period in the amount of forty thousand dollars (\$40,000) for 2023 and the following three (3) years. Unspent funds will roll over to the following granting year. The Grants Committee created by the Agreement will consider allocating funds to a serendipity fund (the "Serendipity Fund") which will be available to the Mayor of the District as per Section 2.3 below. This policy will be reviewed every four years by Council.

**Timeline:**

The Grant Program will be administered based on the following timeline:

Detail	Deadline	Responsible Party
<b>First Cycle</b>		
Grant Application Due Date	October 31 <sup>st</sup>	Applicant
Grant Committee Meeting Deadline	November 30 <sup>th</sup>	Grants Committee
Decision and Communication to the District	December 15 <sup>th</sup>	Foundation
Annual Cheque Issued to SCF	January 10 <sup>th</sup>	District
Cheques Disbursed to Recipients	January 31 <sup>st</sup>	Foundation
<b>Second Cycle (if applicable*)</b>		
Council Decision to Open Second Cycle	February 28 <sup>th</sup>	District
Grant Application Due Date	April 15 <sup>th</sup>	Applicant
Grant Committee Meeting Deadline	April 30 <sup>th</sup>	Grants Committee
Decision and Communication to the District	May 8 <sup>th</sup>	Foundation
Cheques Disbursed to Recipients	May 15 <sup>th</sup>	Foundation

\*A second application cycle may be issued at the discretion of council if total funds remaining is greater than \$10,000.

If one of the above dates falls on a weekend or statutory holiday, the deadline will be on the next preceding business day.

**Procedures:**

**1.0 Eligibility for Grants**

- 1.1** An application under the Grant Program must be submitted to the Foundation no later than **4:30pm on the Grant Application Due Date**, to be considered for funding (see timeline above). All applications must be submitted through the Foundation’s Online Portal, found on their website (see point 1.2). Late applications will not be accepted.

- 1.2** Grant applications are available online at [www.shuswapfoundation.ca](http://www.shuswapfoundation.ca) by following the links to the District of Sicamous Community Service Grant Program, listed under Community Grants. Applicants are encouraged to contact the Foundation office at (250) 832-5428 for assistance.
- 1.3** The applicant must be a non-profit organization or a registered society.
- 1.4** The community services offered should be but are not limited to one of the following:
- Education
  - Health
  - Amateur sport
  - Arts and cultural activities
  - Heritage
  - Social programs
  - Rescue, emergency services and community policing
  - Animal welfare

## **2.0 Application Process**

- 2.1** The applicant must include the following documents, which will form part of the application for a grant:
- A completed grant application which should include a statement of the aims and objectives of the applicant and a project revenue and expenditure statement;
  - The most recent financial statements including a revenue and expenditure budget statement for the ensuing year;
  - An explanation of the intended use of any cash on hand or retained earnings shown on the financial statements and an explanation as to why such monies cannot be used to fund the proposed project;
  - The minutes of the most recent annual general meeting, if applicable;
  - A list of the members of the executive, providing position, mailing address and contact phone numbers;
  - Confirmation of registered society status, if applicable;
  - A brief profile and history of the organization and a few recent accomplishments; and
  - Details of financial assistance provided by other organizations or levels of government in the previous year together with details of current applications or intended to be made to other organizations or levels of government.

- 2.2** The applicant will be required to provide a final report and accounting to the Foundation for any financial assistance received under the Grant Program.
- 2.3** It is recognized that impromptu charitable needs may arise during the course of the year and after the deadline stated for the submission of grant applications. Requests for grants may be made to the Foundation and may be considered by the Mayor of the District who may choose to fund such grants or a portion thereof through a separate Serendipity Fund, subject to the availability of monies in that fund.
- 2.4** It is recognized that **unexpected** expenditures or opportunities may arise that cause successful applicants to consider using their financial assistance for other expenditures. Should a successful applicant want to change their intended use for their financial assistance received under the grant program, the applicant must first receive written permission from the Foundation for the change in use. The Foundation would then be required to consult the Grants Committee for approval. The District would be made aware of the change in use as well.

The term “unexpected” should be emphasized. Applicants must consider all their needs when applying under the grant program, prioritizing accordingly. Continued requests for changes in use could impact an applicants ability to apply for future funding under the grant program. Applicants are advised to reapply for the next cycle of funding when an opportunity is not time-sensitive.

### **3.0 Grants Committee**

- 3.1** The Grants Committee will consider the following factors as part of the grant adjudication process:
- The extent to which an application demonstrates that there is a need for the intended project, or capital expenditure, in the community of Sicamous;
  - The extent to which the profile and history of the applicant and goals, objectives and accomplishments are consistent with the goals of the District;
  - The extent to which the project or capital expenditure will improve the quality of life for residents of Sicamous; The extent to which the applicant has obtained other sources of funding such as federal or provincial grants, corporate sponsorships or fund raising campaigns;
  - The extent of support the District already provides to the applicant through subsidized rental of District facilities or tax exemption;
  - The extent to which the organization has limited resources and provides a community service which is deemed essential that requires funding to cover operating costs.

- 3.2** Approval of an application by the Grants Committee in any one year does not mean that future applications by the same applicant will be approved.
- 3.3** The Foundation will provide a final report of approved grants to council based on the timelines listed.
- 3.4** Should an applicant request a review of a Grant Committee decision, the Mayor and the Councillor appointed to the Grant Committee will decide how to proceed with the request for review. Requests for review may or may not come to a council meeting. These reviews will be assessed on a case-by-case basis.

Once a decision is made, the District will advise the Foundation for their administration.

Approval History	
Date of Adoption: February 25, 2009	Resolution 09-040
Date of Amendment: November 27, 2013	Resolution No.: 13-431
Date of Amendment: September 9, 2015 (administration moved to Shuswap Community Foundation)	Resolution No.: 15-438
Date of Amendment: December 11, 2019	Resolution No.: 19-344
Date of Amendment: February 22, 2023	Resolution No.: 23-84