

**POLICY**

**NUMBER: F - 1**

<b>NAME OF POLICY:</b>	<b>COMMUNITY SERVICE GRANT POLICY</b>
<b>DATE OF RESOLUTION:</b>	<b>February 25, 2009</b>
<b>DATE of AMENDMENT:</b>	<b>November 14, 2013 (#13-431)</b>
<b>AMENDMENT:</b>	<b>September 9, 2015</b>

The mission of the District of Sicamous (the "District") 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 (the "Grant Program") is one of the programs that District Council (the "Council") offers to support their mission. Not-for-profit organizations who have goals in common with Council's goals can qualify for funding.

The Grants Program is administered by Shuswap Community Foundation (the "Foundation") through the Sicamous Grants Committee (the "Grants Committee") in accordance with an agreement between the District and the Foundation, dated the 9<sup>th</sup> of September, 2015, (the "Agreement").

The Grant Program is subject to continuance of ongoing annual funding. Funding will be forty thousand dollars (\$40,000) in 2016 and will increase by one thousand dollars (\$1,000) for each of the three (3) following 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 three years by Council.

## 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 31<sup>st</sup> day of August** in each year, to be considered for funding in the following year. Applications may be mailed to the Foundation at PO Box 624, Salmon Arm, BC, V1E 4N7 or may be hand delivered to the Foundation office at 450 Lakeshore Drive NE, Salmon Arm BC. If the 31<sup>st</sup> of August falls on a Saturday or Sunday, applications must be received no later than 4:30pm on the next preceding business day. Late applications will not be accepted.

**1.2** Grant applications are available online at [www.shuswapfoundation.ca](http://www.shuswapfoundation.ca) by following the link to the Sicamous Grants Program. 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 submit the following documents which will form part of the application for a grant:

- A signed, 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 profile and history of the organization and its 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.

### **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;

**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 Grants Committee will provide a final report of approved grants to Council no later than the 30<sup>th</sup> day of November in each year.