



# FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY: Electoral Area Grant in Aid Guidelines and Application**

**Date Issued: January 1, 2012**

**Date Amended: October 27, 2015**

## **Purpose**

To provide a framework whereby financial assistance can be provided to groups or individuals who provide services or a benefit to the community, or any aspect of the community.

## **Application**

This guideline shall apply to all electoral area grant-in-aid requests being considered for funding from the individual Electoral Area Grant-In-Aid budgets. This policy does not provide any guidelines for Regional Grants-In-Aid, those guidelines are set out in the Fraser Valley Regional Board Grant-In-Aid Policy and Procedure dated October 26, 1999.

## **Authority**

**Local Government Act Section 263(1)(c):** the corporate powers of a Regional District Board allow for the provision of assistance for the purpose of benefiting the community, or any aspect of the community.

**Local Government Act Section 380(2)(g):** a grant may be charged to the electoral area benefiting from the assistance.

## **Eligibility Criteria**

### **Who Can Apply:**

- a. The applicant must be a registered non-profit organization or community group of the benefiting electoral area;
- b. The registered non-profit organization or community group must be locally based in the electoral area, or must otherwise provide services or benefits to the electoral area issuing the Grant-In-Aid. The Grant-In-Aid requested must provide a specific service or benefit to the community, or any aspect of the community;
- c. The registered non-profit organization or community group must be financially and administratively sound.
- d. The applicant must not be excluded from applying for a grant due to not meeting the reporting requirement for a previously provided grant.

### **Eligible Funding Options:**

- a. Promotion of volunteer participation and citizen involvement
- b. Use of net approaches/techniques in solving community challenges
- c. Activities/programs which are accessible to a large portion of the electoral area
- d. Start-up costs for new organizations or new programs

- e. Volunteer training opportunities

#### **Application Restrictions:**

- a. Industrial, commercial, and/or business organizations are not eligible to apply.
- b. Grant-In-Aid may not be used to subsidize activities that are the responsibilities of senior levels of government;
- c. Grant-In-Aid may not cover any of the following expenses:
  - i) remuneration;
  - ii) capital improvements to rented or leased premises; and/or
  - iii) private enterprise.
- d. Grant-In-Aid cannot be used for political purposes or to fund groups or organizations whose primary purpose is of a political nature.

#### **Application Process**

- 1. All qualifying organizations and individuals are required to complete the Grant-In-Aid application form. Applications should include a summary of how the Grant-In-Aid will be used if granted. It should be noted that organizations may be required to make a presentation or provide further documentation to the Fraser Valley Regional District Board before any decisions are made.
- 2. Incomplete applications will not be accepted and will be returned to the applicant.
- 3. All applicants will receive notification on the status of their application once reviewed by the Fraser Valley Regional District Board.
- 4. The Fraser Valley Regional District Board reserves the right to request a full accounting of any and all expenditures of authorized Grant-In-Aid funds.

#### **Financial Accountability & Reporting**

- 1. The Fraser Valley Regional District should be recognized as a funding agency through signage, event literature and/or program websites.
- 2. Grants over \$1,000 require follow up with the Fraser Valley Regional District upon completion of the capital project or event. Follow up to include a letter to FVRD regarding usage of funds and their success, including pictures of the project/event and any other supporting information.
- 3. Grants over \$4,000 require submission of financial statements/reports for the applicant to be included with the funding application.

#### **Approval Criteria**

The following criteria will be used in evaluating and prioritizing the applications for assistance under Section 263 (1)(c) of the *Local Government Act*:

- a. Confirmation that the applicant is eligible to apply for grant funds pursuant to this Grant-In-Aid guideline;
- b. Purpose for which funding is requested;
- c. Overall benefit to the community as a whole, or any aspect of the community;
- d. Amount of the grant requested;
- e. Whether or not there is an opportunity for individuals to make direct contributions;
- f. Whether or not there is support from the Electoral Area Director; and
- g. Whether or not there is available funding for the grant requested.



# GRANT-IN-AID APPLICATION

Fraser Valley Regional District, 45950 Cheam Ave, Chilliwack BC, V2P 1N6

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Name	Telephone/Fax Number
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Statement as to eligibility to apply for Grant-In-Aid Funds (Please attach a separate sheet if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICATION SUMMARY:

Project or purpose for which you require assistance (Please attach a separate sheet if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement as to how these funds will benefit the community or an aspect of the community (Please attach a separate sheet if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Grant Requested: \$ \_\_\_\_\_

**\*\*Please note: grants over \$4,000 require a financial statement and/or report on the applicant to be provided with the application.**

To the best of my knowledge, all the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Authorized Signatory and Title

Amount Approved: _____
Date: _____
_____ Signature of Electoral Area Director