



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.



ELECTORAL AREA 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
------	----------------------

Statement as to eligibility to apply for Electoral Area 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