



# FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY: Regional Grant in Aid Guidelines and Application**

**Date Issued: January 1, 2021**

**Date Amended: November 9, 2020**

## Purpose

To provide a framework whereby financial assistance can be provided to non-profit organizations or community groups who provide services or a benefit to the Regional District, whether those services span the entire Regional District or the majority of the Regional District.

## Application

This policy shall apply to all regional area grant-in-aid requests being considered for funding. This policy does not provide any guidelines for Electoral Area Grants-In-Aid, those guidelines are set out in the Fraser Valley Electoral Area Grant-In-Aid Policies and Procedures dated October 27, 2015.

## 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.

For the purposes of this Policy, community is deemed to represent Regional District.

## Eligibility Criteria

### **Who Can Apply:**

- a. The applicant must be a registered non-profit organization or community group;
- b. The registered non-profit organization or community group must be locally based within the regional district or must otherwise provide services or benefits to the regional district. The Grant-In-Aid requested must provide a specific service or benefit to the regional district, or any aspect of the regional district; and
- c. The registered non-profit organization or community group must be financially and administratively sound.

### **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 other levels of government;
- c. Grant-In-Aid may not cover any of the following expenses:
  - i) Remuneration including wages and consulting fees;
  - ii) capital improvements to rented or leased premises;
  - iii) operating or capital deficits;
  - iv) tax payments; and/or
  - v) 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.

# REGIONAL GRANT-IN-AID APPLICATION

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

## 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.
5. Application deadline will be August 31 of each year, for consideration and inclusion in the following year's Financial Plan.
6. The Fraser Valley Regional District will set an annual amount up to \$50,000 per year, for the total of all applications.

## Financial Accountability & Reporting

1. The Fraser Valley Regional District should be recognized as a funding agency through signage, event literature and/or program websites. This needs to be done in coordination with FVRD Manager of Communications.
2. Grants over \$1,000 require follow up with the Fraser Valley Regional District upon completion of the capital project or event, by December 31<sup>st</sup> of the year funds received. 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.
4. Funds remaining unspent after 12 months must be returned to the Fraser Valley Regional District.

## 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 Policy;
- b. Purpose for which funding is requested;
- c. Overall benefit to the regional district as a whole, or any aspect of the regional district;
- d. Amount of the grant requested;
- e. Whether or not there is an opportunity for individuals to make direct contributions; and
- f. Whether or not there is available funding for the grant requested.