

Bowen Island Municipality

POLICY

Policy Approved: August 8, 2000 – Amended February 24, 2003 Policy #00-002

GRANTS-IN-AID POLICY

STATEMENT OF INTENT

The Bowen Island Municipality may make contributions to the general interest and advantage of the Bowen Community through a program of Grants-In-Aid. Over and above the core functions of providing municipal services, the Municipality may assist local not-for-profit organizations that propose, through projects and/or programs, to improve the well being of the Bowen Island Community as a whole. Grants-In-Aid are normally for amounts up to \$2,000. All grants are contingent upon provision being included in the Bowen Island Municipality's annual operating budget.

POLICIES

Community groups and organizations may apply for direct financial assistance from the Municipality based on the following criteria:

ELIGIBILITY

1. Council will only consider and approve [grant-in-aid applications](#) that meet the statement of intent.
2. Grant requests and uses must conform to paragraph 176(1)(c) and section 182 of *the Local Government Act*, attached to this policy as Appendix 1.
3. The Grants-In-Aid program is intended to assist and encourage Bowen not-for-profit organizations incorporated under the Society Act of BC or an unincorporated group with demonstrated objectives that are not-for-profit or charitable in nature. Bowen organizations are ones where the majority of the members reside within the Municipality.
4. The group or organization has a demonstrated track record of community service.
5. The group or organization has demonstrated sound financial and administrative management.
6. There is a demonstrated financial need.

ELIGIBILITY (continued)

7. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered unless Council has agreed to the commitment.
8. Applications for assistance for projects, activities or events that are the responsibility of other levels of government will not be considered. This does not preclude the Bowen Island Municipality from participating in joint funding with regional bodies, provincial or federal governments or agencies
9. Groups or organizations will be considered for funding twice in a calendar year providing they can demonstrate that a special project or event will occur after having previous funding in the same calendar year.
10. Outright gifts will not be provided to charitable organizations, however charitable organizations may make an application for a grant-in-aid for a specific project or program provided it meets the criteria of this policy.
11. Applications for assistance are not intended as a substitute for on going operating funds.
12. Grants-in-aid will be monetary grants or the equivalent monetary value of any facility, equipment or service fee reduction or waiver.

CRITERIA

13. Applications must be consistent with the aims, objectives and standards of the municipality. That is, applications must not be at variance with the policies of the Municipality (e.g. the Municipality's Official Community Plan)

In order of preference:

14. Arts, cultural, recreational, environmental, educational or social services field.
15. Applications with at least 50% of the required funding coming from sources outside the funds sought from the municipality.
16. The group or organization has a significant number of volunteers and a broad base of community support.
17. The event/activity/program is accessible to and/or meets the needs of a large portion of the community's residents.
18. The event/activity/program will enhance the present and/or future economic well being of the community.

PROCEDURES

19. Application deadlines for monetary grants-in-aid are either March 31st or August 31st for allocation by May 31st or October 31st. Approximately 40% of the total grants-in-aid municipal budget will be reserved for the October 31st allocation.
20. Applications are to be submitted to the Treasurer for Bowen Island Municipality on the grants-in-aid application form and with all requested supporting data. The applicant may submit additional support information.
21. The applicant must clearly indicate the way or ways in which the project or program will benefit the majority of the Bowen Island community.
22. Applications must describe the nature of the project or program, the reasons for the activity and include a statement of projected revenue and expenditure for the project.
23. A copy of the applicant's latest financial statements (as a minimum a Balance Sheet and Statement of Revenue and Expenditure) together with a current fiscal year budget must be provided.
24. Applications must disclose any other support received or applied for, including monetary or non-monetary assistance.
25. Upon completion of their project or activity (or at least annually), applicants must submit a narrative summary of the results of their project and a statement of actual revenue and expenditures. If these items are not received, the Bowen Island Municipality will not consider grant applications from the organization in the future.
26. Bowen Island Municipality may return incomplete applications and any that do not meet the criteria, as stated in this policy.
27. All applicants will be notified regarding Council's schedule for consideration of Grant applications and of the decisions made with respect to the applications.
28. Bowen Island Municipality may request the organization or group to speak in support of their application.

Policy approved by Council at their Regular Council Meeting held February 24, 2003.

Mayor

Chief Administrative Officer

GRANTS-IN-AID POLICY

APPENDIX 1

Section 176(1) (c) of the *Local Government Act* states:

“176(1) Subject to the specific limitations and conditions established by or under this or another *Act*, the corporate powers of a local government include the following:

(c) to provide assistance for the purpose of benefiting the community or any aspect of the community.”

Section 182 of the *Local Government Act* states:

“182. As a limitation on Section 176(1)(c), a local government must not provide assistance to an industrial, commercial, or business undertaking.”