POLICY: Grants-in-Aid

SECTION: FINANCE

APPROVAL DATE: November 25, 2002

AMENDED: January 28, 2008

In granting financial assistance to an organization for a discretionary grant, the Council of the City of Duncan will take into account the following objectives:

1. The primary purpose of a grant is to provide one-time financial assistance to an organization for a specific project or event that benefits the residents of the City of Duncan. It is preferable that the organization be registered as or belongs to a parent society under the laws of British Columbia and/or Canada.

2. Preference will be given to organizations that are locally based and whose efforts are City-focused in nature.

3. An organization applying for a grant must provide the following information in order to have its application considered:
   a) Name of organization
   b) Name of the individual
   c) Description of the project or event for which funding is requested
   d) Indicate whether or not the project or event is already provided in the community
   e) Identify the beneficiaries of the project or event
   f) Indicate the total cost of the project or event
   g) Indicate other sources of funding for the project or event
   h) Indicate whether application has been made to other local governments
   i) Indicate the volunteer labour and in-kind donations to be contributed toward the project or event by the members of the organization
   j) Specify the amount of financial assistance required
   k) Provide the organization's current annual budget and previous years financial statement

4. a) The City will not grant monies for a "for profit" organization
   b) The Council will not provide funds to individuals or teams for sports related endeavours
   c) The Council will not grant funds to Charitable Organizations that are not locally based. (e.g. Cowichan Historical Society “is” locally based)

5. All grant applications should be submitted to the City on or before February 15th in order to be considered by the City for funding in the current year.
6. Grant applications received after February 15\textsuperscript{th} may not be considered for funding in the current year.

\textbf{Grant Guidelines}

That applicants for grants shall \textit{generally} comply with the following guidelines:

1. Be an organization of local significance not receiving local direct tax or requisition funds on a consistent basis.

2. Demonstrate that their project and/or organization provides a benefit to the City.

3. Indicate community support for their project/request for funding.

4. Be able to continue their operation from year-to-year without depending on an annual grant from the City.

5. That only nominal membership fees be charged to their patrons for the services provided.

6. Operated on a non-profit basis.

7. Be registered or belong to a parent society under the laws of British Columbia and/or Canada if required by the City Council.

8. Provide the City with a recent copy of the annual financial statements together with a budget of their project for which they are requesting funding assistance.

9. Indicate by report within reasonable time after the grant has been received as to how the funds were expended.