



## **REGIONAL GRANT-IN-AID POLICY**

Applicability: All CVRD

Effective Date: November 29, 2017

### **PURPOSE:**

To provide guidelines and structure for the evaluation, award and communicating of regional grants-in-aid.

### **POLICY:**

#### **Authority**

Section 263(1)(c) of the *Local Government Act* gives authority for local governments to provide assistance for the purpose of benefiting the community or any aspect of the community.

#### **Regional Grant-in-Aid Purpose**

To invest in community led projects and programs that fall outside regular service functions and are important for building a vibrant, resilient and liveable region.

#### **Principles**

The following principles should guide applications for, and issuance of regional grants-in-aid:

1. Benefits should be regional in scope. Grants should support projects or initiatives that serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
2. The issuance of grants should be transparent in terms of awareness of, and access to the program.
3. Recipients of grants must be accountable for the use of funds in accordance with their application.
4. Grants should support and encourage innovation in the delivery of services or benefits.
5. Applicants should demonstrate their intent to become self-sustainable, in the absence of CVRD grants, in future years.
6. Grants should allow the Board to be flexible and responsive to emerging needs or unique opportunities.

#### **Eligibility**

1. Only non-profit registered societies are eligible for grants.
2. No grants will be provided to individuals or private business.
3. The applicant will not give grants to individuals, families or businesses.
4. The organization will not receive taxes or requisition funds from local governments on an

annual basis.

5. Project types may include special events (one time or recurring), the establishment of new or enhanced programs and services, or capital projects for public-use facilities.

### **Financial**

1. The annual regional grant-in-aid budget is limited to \$150,000.
2. Annual individual grants are limited to \$50,000 for capital projects and \$10,000 for events/services.

### **Application process**

1. An open call for applications will be advertised.
2. Applications must be submitted on electronic forms.
3. There will be an application deadline of November 30. Late applications will not be considered.
4. Multi-year projects (up to 3 years) will submit a project renewal request annually by November 30 that includes an interim progress report.
5. The CVRD will redirect grant-in-aid applicants/applications that are not regional in nature to the more appropriate jurisdiction for consideration.

### **Approval Process**

1. The Assistant Manager, Finance will review all applications for eligibility.
2. Eligible applications will be forwarded to the Regional Services Committee (RSC) for evaluation using the following criteria:
  - a. New, Incremental Initiatives;
  - b. Community Need;
  - c. Geographic Scope;
  - d. Community Development; and
  - e. Cost Effectiveness.
3. The RSC will forward recommended applications to the CVRD Board for approval.
4. Presentations will be made by applicants at the Board's discretion.

### **Communication**

1. The Assistant Manager, Finance will advise successful applicants of their grant amount.
2. Grants will be released upon adoption of the annual budget.
3. Successful applicants will be required to submit a report by February 28 of the following

year which includes the following:

- a.** Annual financial statements; and
- b.** Report on:
  - i. How the funds were spent;
  - ii. Achievements; and
  - iii. Outcomes that support that application.

Approved by: CVRD Board Approval date: November 29, 2017
---