

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Regional Grant in Aid Policy

AUTHORITY: Board Resolution dated June 4, 2015.

REVISED: Board Resolution dated June 20, 2019

REVIEWED AND ENDORSED BY BOARD: March 5, 2020

POLICY STATEMENT

This policy shall apply to all grant requests from organizations serving the Regional District who demonstrate their efforts are regional in nature. Grants to organizations that do not demonstrate their efforts are regional in nature may be considered under Electoral Area Community Grants in Aid Program.

PURPOSE

To provide some financial assistance to organizations providing cultural, charitable, sporting, recreational or service activities that benefit the Regional District.

DEFINITIONS

Application form means the application attached as Appendix "A" for review and as amended from time to time

Organization means a registered non-profit organization

GENERAL

Grants will not be provided to subsidize activities that are the responsibility of senior levels of government

Preference will be given to those events or initiatives that have not received assistance from other local government funding

No organization will receive more than two Regional grants in a four year period

Annual maximum grant allocation to an organization will be \$ 50,000

To be considered for a grant under this policy applicants must demonstrate:

- Organization is locally based and their efforts are regional in nature
- Benefits of event or initiative are significant in at least three Electoral Areas and/or member municipalities
- Event or initiative fills a need in the community
- Support from sources other than local, provincial or federal governments
- Alignment with at least one of the Regional District's strategic goals as identified in the annual Strategic Plan

Grant funding is not permitted to be used for the following expenses:

- Remuneration including wages and consulting fees
- Capital improvements to rented or leased premises
- Operating or capital deficits
- Tax payments

Grant recipients must:

- Acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative
- Provide a report on how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used as well as information on how the community benefited.
- Return grant funding not spent within 12 months of receipt of funds

RESPONSIBILITIES

Boards of Directors shall:

1. At their sole discretion, evaluate and allocate Regional grant in aid funding during the annual budget process
2. At their sole discretion, consider Regional grant in aid funding requests during the year to be funded from discretionary regional grant in aid funds should funds be included in the annual budget.

Manager of Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Bring eligible applications to the Board of Directors for consideration during the annual budget process
3. Bring forward a funding amount annually for discretionary regional grant in aid funds for consideration during the budget process
4. Ensure an annual listing of all grant recipients is posted on the RDOS website by December 31 to be available for public review

PROCEDURES

Applicants complete and submit application form by deadline posted on the RDOS website. Applications received after the deadline may be considered for funding from the discretionary regional grant in aid funds, if available

Board approves regional grant funding requests and establishes a level of funding for the discretionary grant reserve fund annually during the budget process.

Board approves discretionary regional grant funding requests as they arise throughout the year

Unless specifically requested by the applicant and approved by the Chief Administrative Officer, grant funding will not be distributed before August

All applicants will be notified in writing of the Board's decision regarding their applications.

The following related documents are applicable:

Regional Grant in Aid Application Form