

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

POLICY: Electoral Area Grant in Aid Policy

AUTHORITY: Board Resolution dated June 4, 2015

REVISED: Board Resolution dated June 20, 2019

REVISED: Board Resolution dated

POLICY STATEMENT

This policy shall apply to all grant requests from non profit, improvement/irrigation districts or Community organizations that have an established set of working rules and a bank account in the organization's name. Organizations serving the Regional District but whose efforts are regional in nature and benefit one or more individual Electoral Areas, may be considered under the Regional Grant in Aid Program.

PURPOSE

The rural grant contributions are to assist eligible organizations requesting financial assistance to support community led projects or initiatives that fall outside the regular service functions, and serve or benefit the rural communities of the Okanagan Similkameen Regional District.

DEFINITIONS

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

Event refers to either social, or recreational in nature that may occur on a one-time or annual basis with a defined start and finished date.

Grant Contribution refers to non-repayable funds disbursed or given by one party, often a government or organization, to a recipient for a particular purpose.

Initiative refers to an activity that tries out a specific idea or purpose which is intended to provide a benefit or result in a service to rural areas.

Not-for-Profit Society refers to a community organization which is not driven by profit, who is registered and in good standing with the Societies Act of B.C.

Operational Costs refers to expenses incurred that relate directly to the routine functions and activities of an organization.

Projects refers to an undertaking that is planned to achieve a particular outcome or result with a specific set of goals, objectives, start and finish dates.

Program refers to an activity designed for specific purpose which is led by a community organization and leads to improvement to the quality of life in the rural community.

Service refers to a function led by a community organization which provides the public with an opportunity to benefit or improve the rural community.

Organization refers to, improvement/irrigation district or a Community organization that has an established set of working rules/regulations and a bank account in the organization's name

GENERAL

Organizations that are applying for a grant should demonstrate in their application that:

- Grant contributions must support projects or initiatives that are rural in scope and that encourage innovation in the delivery of services in rural communities and benefit the community at large.
- Exercise coordination and cooperation with other groups to prevent duplication of projects, programs, services or events
- Seek funding from a variety of sources
- Apply a "user pay" philosophy, where applicable
- The applicant must provide, clearly defined priorities, a feasibility study to identify the service, the need, the financial viability and its integration into other services.
- Grant contributions may not be used to support individuals, families or businesses.
- Applications must include a relevant project budget, quotes (where applicable) and a copy of the applicant's most recent financial statements.

Eligibility Criteria for Applicants:

Applicants must be:

- a) Not-for Profit organizations who are registered and in good standing with the Societies Act of B.C. who operate in one or more of the Electoral areas; or operate in a Municipality but provide benefit to one or more of the Electoral Areas;
- b) Local Governments, First Nations,, Improvement/Irrigation Districts

Grant recipients must:

- Provide a report detailing 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.
- If requested, provide the Regional District copies of receipts and/or satisfactory evidence regarding the disposition of grant fund.
- Organizations when applying for a grant must inform the regional district if they have applied for grants from other organizations.
- Grant recipients will be required to recognize the Regional District for the grant contribution.
- Organizations failing to abide by the conditions of the grant and/or reporting requirements may be subject to:
 - Require repayment of grant funds
 - Deemed ineligible for future grant consideration

Application time line:

Applications will be accepted on a continuous intake from January 1st to December 31st of each year.

Exclusion

- Applications from individuals, for profit industrial, commercial or business undertakings are not permitted

Reporting:

- A public report will be made available annually of all Electoral Area Grant recipients and funding amounts

RESPONSIBILITIES

Boards of Directors shall:

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1. Approve the level of Electoral Area grant in aid funding annually during the annual budget process

Electoral Area Directors shall:

2. At their sole discretion, and up to the maximum funding approved in the annual budget, allocate funds to qualified applicants
At the discretion of each Electoral Area Director, grant contributions may be provided for the same project, initiative, service, event, program or feasibility study intended to support the same purpose from more than one Electoral Area

Manager of Finance (or staff designate) shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Forward eligible applications to the appropriate Electoral Area Director for their review and consideration
3. Ensure an annual listing of all grant recipients is posted on the RDOS website for public review

PROCEDURES

Board approves an annual budget for Electoral Area Grant in Aid funding annually during the budget process

Qualifying applications are sent to the Electoral Area Director for consideration and allocation of funding

Unless specifically requested and approved by the Electoral Area Director, applicants approved will not receive funding before August 1

The following related documents are applicable:

- a) Electoral Area Community Grant Guidelines
- b) Electoral Area Community Grant Application
- c) Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants