

<b>CITY OF REVELSTOKE</b>	<b>POLICY MANUAL</b>	
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<b>Prepared For:</b>	<b>Finance</b>	<b>Policy Title:</b>  <b>Grants in Aid</b>
<b>Approval Date:</b>	<b>October 4, 2011</b>	
<b>1. Amendment Date:</b>	<b>June 25, 2013</b>	
<b>2. Amendment Date:</b>		
<b>Next Review Date:</b>	<b>October 2014</b>	

**Purpose:**

The Council of the City of Revelstoke recognizes the value to the community of local clubs, groups, non-profit organizations and charities maintaining a local office, especially in their efforts to promote or meet the goals and objectives of the City in accordance with the Official Community Plan (OCP).

The City may make grants available, subject to budgetary constraints, to assist these organizations in accordance with the terms and conditions of this policy.

Funding shall not be available for out of town events, unless it can be demonstrated that the City of Revelstoke will directly benefit from supporting such event.

The city's intent is to provide assistance to those organizations involved in special events that are beyond the scope of their normal operating revenues. It is not the city's intent to subsidize normal operating expenses through the grant-in-aid programme.

**Policy:**

GRANT-IN-AID CRITERIA:

1. A grant-in-aid may take the form of a property tax exemption under the provisions of the Community Charter, free or subsidized use of city facilities in kind benefits or cash.
2. The total amount of grants-in-aid shall not exceed the total amount budgeted for the year.
3. The maximum amount eligible for a grant-in-aid shall not exceed \$2,000 in any given year.
4. The applicant must be able to demonstrate how the grant-in-aid will assist the applicant in meeting the goals and objectives of the city.
5. The applicant must be able to demonstrate that the charitable event, local club, group or nonprofit organization would suffer undue hardship or would be unable to complete the project or hold the event without City assistance.

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6. Where funding is available to applicants from other governments or other agencies, the City expects that applicants will have exhausted all other sources before approaching the City for assistance.
7. Where the application for a grant-in-aid involves the free or subsidized use of city facilities, the grant shall only receive preliminary approval until after the event has taken place. The applicant is required to then provide the city with a full accounting of said event to prove that assistance is still required. Once such proof has been provided to the city the grant shall receive final approval. If the accounting indicates that the event has made a surplus without city assistance then the preliminary approval shall be withdrawn.
8. Organizations that do not have a local office and are more regional in nature, shall not be entitled to assistance under this policy unless it can be demonstrated that providing assistance to such organization will have a direct benefit to the city.
9. An individual may apply for assistance under this policy if that individual is representing the city at a regional, provincial, national or international sporting event. In such case, the assistance shall be limited to a contribution towards travel expenses.
10. Preference will be given to organizations that have not received funding from the City in the past two years.
11. The cost/benefit factor to the City must be taken into consideration when reviewing applications.
12. A grant-in-aid will not be awarded to any individual or organization intending to turn over part or all of the grant to another organization.

**METHOD OF APPLICATION:**

1. Applications for grants-in-aid shall be made in writing addressed to the Director of Finance by February 28 of the calendar year in which the grant is required (July 31 of the preceding year for property tax exemptions).
2. Late applications for grants-in-aid will be accepted until May 30, if funds are available.
3. The application shall be submitted on a standard form supplied by the city (see attached).
4. The application form must be completed in full or it may be rejected.
5. The application must be accompanied by a copy of the applicant's most current financial statements together with a budget for the year to which the grant relates. Where the applicant does not produce financial statements as a matter of course a budget indicating the need for the grant will still be required.
6. All applications will be reviewed by the Grant-in-aid Committee after each applicable deadline and a recommendation forwarded to Council for ratification.
7. The Grant-in-aid Committee and Council reserve the right to refuse, pay in full or prorate any or all requests as they deem fit and their decision shall be final.

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8. The Grant-in-aid Committee and/or Council may request additional information from an applicant in order to be able to determine either eligibility for a grant or the amount, if any, to be awarded.

9. All applications submitted after the applicable deadline (July 31 for property tax exemptions in the following year or May 30 for grants-in-aid) shall not qualify for review until the following year.

10. It is recognized that impromptu charitable events may arise during the course of a year and after the official deadline. Requests for assistance will be received by the Grant-in-aid committee and any grant approval will be subject to the availability of remaining budget funds.

11. Grants-in-aid involving a cash payment will be disbursed on or after July 2 in the year in which they have been approved.

12. Funding not claimed within 1 year of the disbursal date referred to in clause 9 above shall be forfeited and the funds shall be returned to the grant-in-aid programme.

Certified Correct:

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Tim Palmer  
Director of Corporate Administration