

TITLE:	GRANT IN AID	Page 1 of 5	
SECTION:	CORPORATE SERVICES	POLICY No. III-1601	
Adopted:	February 4, 2008	Resolution:	35/08
Amended:		Resolution:	

1. PURPOSE

1. Although the District of Highlands (District) is not obligated to fund charitable or non-profit organizations, Council will consider complete applications for Grants in Aid on an annual basis. Such organizations are generally expected to support their own programs through fund raising efforts rather than continued assistance from the District.
2. Council recognizes there are organizations and groups in our community who provide programs and services to our residents. It is in the best interest of the community to ensure that these services continue to be provided. A municipality cannot be expected to support those organizations that provide services, which could be reasonably considered to be the responsibility of senior level of governments.
3. Council will consider on an annual basis, allocating funding in the Financial Plan for Grants in Aid for community projects.
4. Applicants are encouraged to submit their applications (application form attached) to the District by January 31 of the funding year.

2. ELIGIBLE ORGANIZATIONS

1. An organization considered by Council to be contributing to the general interest and advantage of the District;
2. A body organized to advance the general interest of Municipal Affairs, or celebrating an event of public interest;
3. A Board of Trade or Chamber of Commerce;
4. A tourist or other association that provides information about the advantages of the District such as: manufacturing business, educational, residential, or tourist centre;
5. An arts or cultural centre maintained in the District;
6. A society or association organizing a public exhibition, game or contest involving athletic skills or sports, where private or professional gain is absent, and which in Council's opinion would be for the District's advantage;
7. Agriculture or Horticulture societies holding exhibitions in the District;
8. Artist societies holding exhibitions in the District; and
9. Art, culture, heritage, recreation, and education related organizations

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3. APPLICATION GUIDELINES

1. Approval of all Grant requests shall be subject to the availability of sufficient funding within the District's Annual Operating Budget.
2. Unless otherwise determined by a unanimous vote of Council, the maximum grant available for any purpose under Section 2 shall be the aggregate of the District's latest Federal Government census multiplied by a per capita rate of \$0.50.
3. Grants are generally intended for "not for profit" organizations which provide a direct benefit to the citizens of the District.
4. Organizations should rely on their own resources to continue their operations rather than continual on-going assistance from the District.
5. Grants are for one year only, and are for the year of the application only.
6. The deadline for receipt of completed grant applications is established at February 28, of each year to be advertised in January of each year.
7. Upon request, applicants will be afforded the opportunity to make a brief presentation to Council.
8. Council reserves the right to discontinue funding of any or all Grant in Aid to specific organization.
9. Applications approved or denied by Council shall be confirmed in writing to the organization by the District of Highlands

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APPLICATION FOR GRANT IN AID

ORGANIZATION:		DATE:	
DATE OF INCORPORATION:		BC SOCIETY ACT REG. NO.:	
REVENUE CANADA CHARITABLE REG. NO.:		DATE OF REGISTRATION:	
BOARD OF DIRECTORS:			
ADDRESS:		CONTACT PERSON:	
MAILING ADDRESS:		ALTERNATE CONTACT:	
PHONE:		FAX:	
EMAIL:		ALTERNATE CONTACT PHONE:	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:			
MEMBERS IN GOOD STANDING:		HIGHLAND MEMBERS:	
NO. OF FULL TIME STAFF:		NO. OF PART TIME STAFF:	
NO. OF COMMUNITY VOLUNTEERS:		NO. OF VOLUNTEER HOURS PER YEAR:	
CLIENTS SERVED LAST YEAR:		CLIENTS SERVED, THIS YEAR (PROJECTED):	
NO. OF HIGHLAND RESIDENTS:		NO. OF HIGHLAND RESIDENTS (YOUTH):	
CURRENT BUDGET:		INCOME:	
EXPENSES:		REQUESTED GRANT:	
SIGNATURE:		TITLE/POSITION:	DATE:
<p>NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENT AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM.</p>			

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1. Provide a brief history of your organization:

2. Objectives/ purpose/ mandate/ mission statement of your organization:

3. Outline the services and/or facilities your organization has provided in the District of Highlands:

4. What is the intended use of the funds:

5. List of other organizations contacted and amount of funds requested:

6. Has your organization applied for a grant from the District of Highlands previously:
 YES NO

If yes, please provide details:

Project:	Year:	\$ Received:
Project:	Year:	\$ Received:
Project:	Year:	\$ Received:

Details relative to recent efforts the organization has made to make it self-supporting:

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8. Provide a description (and date) of this project or special event, its objectives, and its budget.

9. Provide a brief summary of the benefits of your project which are directly or indirectly going to affect the District of Highlands residents:

10. Does your organization wish to make a presentation to Council?

YES NO

If yes, provide presenter and contact number: _____

11. **DECLARATION:**
The following declaration must be completed by a signing director/ officer of the organization:

On behalf of the organization, I hereby declare that all information presented and provided with this application to be true and correct.

Name

Position

Signature

Date

Submit your completed application to:

District of Highlands, 1980 Millstream Road, Victoria, BC V9B 6H1

Please Note:

1. Grant in Aid funds approved by Council will not be issued until July of each year;
2. Unused grant funds received by any organization shall be refunded to the District of Highlands; and
3. Council reserves the right to discontinue funding of any or all Grant in Aid funding to specific organizations.