

**CITY OF CASTLEGAR
EMPLOYEE POLICY AND PROCEDURE MANUAL**

Grants Policy			
Section:	Finance	Resolution No.	763-90
Policy Number:	3 - 2	Amended by:	260-94, 200-00,
Effective Date:	2000-04-03		600-03, 165-06, 70-08, 71-08, 471-16

GENERAL STATEMENTS:

The Council of the City of Castlegar recognizes that local community not for profit organizations and registered non-profit societies are valuable resources in helping the City provide an enhanced quality of life for its residents. The purpose of this Policy is to enable the Council of the City of Castlegar to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events that benefit the residents of Castlegar.

POLICY:

In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the City of Castlegar will take into account the following objectives:

1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event to be held in Castlegar that is accessible to and/or meets the needs of a significant portion of Castlegar residents. The organization should be registered as a society, or belong to a parent Society, under the laws of British Columbia and/or Canada. The society or organization must not have exclusionary or discriminatory membership eligibility criteria.
2. Preference will be given to organizations that are locally based and whose efforts are generally community based.
3. The Council of the City of Castlegar will not grant monies to a 'for profit' Organization or to an individual.
4. The Council of the City of Castlegar will not provide assistance for the payment of City property taxes or for programs and services that are clearly within the legislated mandates of other levels of government. Proposals seeking support for research activities, staff training or professional development will not be eligible.
5. No assistance will be provided for travel or for events held outside Castlegar.
6. Proposals must involve activities which have not yet commenced and which will be completed within 12 months of receipt of the grant. Prior years' operations or capital deficits are not eligible for consideration.
7. Proposals may not duplicate projects or events which are already provided within the community.

PROCEDURE:

1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:

- Name of the organization;
- name of the individual making the application;
- description of the project or event for which funding is requested;
- whether the project, event or service is already provided in the community;
- the beneficiaries of the project or event or service;
- the total cost of the project or event or service;
- other sources of funding for the project, event or service;
- whether an application to other local governments has been made;
- volunteer labour and in-kind donations to be contributed towards the project, event or service by the members of the organization;
- the specific amount of financial assistance required; and
- the organization's current annual budget and previous year's financial statements.

2. All Grant in Aid applications for the year 2017 must be submitted in writing to the City in accordance with the following schedule:

Application Deadline	Decisions Communicated to Applicant
February 15, 2017	May 15, 2017
May 15, 2017	August 15, 2017
August 15, 2017	November 15, 2017
November 15, 2017	February 15, 2018

All Grant in Aid applications for the year 2018 and beyond must be submitted, in writing, to the City in accordance with the following schedule:

Application Deadline	Decisions Communicated to Applicant
January 15	April 15
April 15	July 15
July 15	October 15
November 15	January 15 (of the following year)

3. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
4. Applications for funding will be considered by the Finance and Corporate Services Committee with positive recommendations put to Council for approval. All decisions are final following ratification at a Regular Meeting of Council.
5. An organization must, using the form provided, report back to Council by December 1st of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the City on or before December 1st, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.

CONDITIONS OF FUNDING:

1. If applicable, the applicant must acknowledge the support of the City of Castlegar in all print and publicity material related to the project, including but not limited to banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested.
3. In the event that the project is not completed, the City of Castlegar reserves the right to request the return of the grant.
4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the City on or before December 1st, the organization shall be notified that they will be ineligible for further grant funding for a period of 3 years from the year the grant was received.

Applications may be mailed or emailed to the following address:

City of Castlegar

460 Columbia Avenue,

Castlegar, B.C. V1N 1G7

Email: castlegar@castlegar.ca