



# District of Lantzville

Incorporated June 2003

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**Policy No.:** 3000-1

**Date of Implementation:** July 12<sup>th</sup>, 2004

**Council Resolution:** C-99-04

**Amended:** December 14<sup>th</sup>, 2009

**Council Resolution:** C-160-09

## ***Grants in Aid***

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### **Purpose**

To establish a policy for Council of the District of Lantzville that is designed to assist organizations with projects of special activities, or to allow them to take advantage of development opportunities and events.

### **Policy**

In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the District of Lantzville 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 that benefits the residents of the District of Lantzville. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the District of Lantzville will not grant monies for a 'for profit' organization.

### **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
  - indicate whether or not the project or event is already provided in the community
  - identify the beneficiaries of the project or event
  - indicate the total cost of the project or event
  - indicate other sources of funding for the project or event
  - indicate whether the application to other local governments has been made
  - indicate the volunteer labour and in-kind donations to be contributed towards the project or event by the members of the organization
  - specify the amount of financial assistance required; and
  - provide the organization's current annual budget and previous year's financial statements.

Phone: (250) 390-4006 • Fax: (250) 390-5188

Email: [district@lantzville.ca](mailto:district@lantzville.ca) • Website: [www.lantzville.ca](http://www.lantzville.ca)

P.O. Box 100, 7192 Lantzville Road, Lantzville, B.C. V0R 2H0

2. All Grant in Aid applications must be submitted, in writing, to the Corporate Administration Department by February 1<sup>st</sup> in order to be considered by the Council of the District of Lantzville for funding in the current year.
3. Grant in Aid applications received after February 1<sup>st</sup> will not be considered for funding in the current year. Further, the organization applying for the grant in aid must re-submit their application should they still be requesting financial assistance for the following year.
4. Organizations submitting an application for a Grant in Aid must complete the attached application.
5. Applications for funding will be considered at a Committee of the Whole Meeting. All decisions are final following ratification at the next Regular Meeting of Council.
6. An organization must, using the form provided, report back to Council by December 1<sup>st</sup> 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 District on or before December 1<sup>st</sup>, 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. [amended: Dec. 14/09]

#### **Conditions of Funding**

1. If applicable, the applicant must acknowledge the support of the District of Lantzville in all print and publicity material related to the project including 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 District of Lantzville 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 District on or before December 1<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received. [amended: Dec. 14/09]

Applications may be mailed to the following address:

**District of Lantzville  
7192 Lantzville Road  
PO Box 100  
Lantzville, BC V0R 2H0**

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**District of Lantzville**  
Incorporated June 2003  
**Grant in Aid – Application**

Name of Organization:	
Name of Contact Person:	
Mailing Address:	Postal Code:
Telephone No:	Facsimile No:
Description of Event/Project: _____ _____	
Is the Event/Project already provided in the community by another organization? YES _____ NO _____ If yes, please provide details: _____ _____	
Who will benefit from the Event/Project?	
Total cost of the Event/Project: \$	
Will you receive other sources of funding? YES _____ NO _____	
Please describe other sources of funding and amounts as requested or expected: _____ _____	
Indicate the volunteer labour and/or in-kind donations to be contributed to the Event/Project: _____ _____	
Grant in Aid applied for: \$	

***To be completed by District Office upon approval***

Approval Date:
Amount of Funding Approved:
Date Completed Report Received for Prior Year's Funding: [Amended: Dec. 14/09]

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**District of Lantzville**  
Incorporated June 2003  
**Grant in Aid – Report on Funding**  
**Due On or Before December 1<sup>st</sup>**

Name of Organization: _____	
Name of Contact Person: _____	
Mailing Address: _____	Postal Code: _____
Telephone No: _____	Facsimile No: _____
Description of Event/Project and Date Completed: _____ _____	
Is the Event/Project already provided in the community by another organization? YES _____ NO _____ If yes, please provide details: _____ _____	
Total grant monies received from the District of Lantzville? _____	
Please attach a budget sheet outlining all costs related to this project (receipts not required).	
In the space below, please provide a description of how the funds were used and attach any pictures of the project: _____ _____ _____ _____ _____ _____ _____ _____ _____	

[amended: Dec. 14/09]

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