



# District of Lantzville

Incorporated June 2003

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**Policy No.: 3000-1**

**Date of Implementation: July 12, 2004**

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

**Amended: December 14, 2009**

**Council Resolution: C160-09**

**Amended: April 25, 2016**

**Council Resolution: C16-85**

## *GRANTS IN AID*

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### **PURPOSE**

To establish a policy for Council of the District of Lantzville that is designed to assist not-for-profit organizations with projects, special activities, or to allow them to take advantage of opportunities and events to develop their organization.

### **POLICY**

The funds available for grants are limited, subject to budgetary constraints, and may not be sufficient to fund any or all requests for grants made in any one year. There is no obligation on Council to award a grant in aid in any given year. Considerations in authorizing grants include if the grant: will benefit a large number of residents, is for start-up or early stage support (and not for ongoing operation budgets), is the first application by the organization, enables a unique experience for a large number of residents, or will promote the community, its strength or quality of life. Subject to the number and type of applications and funds requested each year, groups previously awarded grants may not be considered. Awarding of grants is at Council's discretion and, if granted, is authorized by Council resolution.

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.

All applications for a District of Lantzville Grant In Aid must adhere to the following guidelines:

#### **PROGRAMS/ACTIVITIES/EVENTS MUST:**

- Strengthen and enhance the well-being of our community;
- Be of benefit to the District of Lantzville and its residents;
- Promote volunteering, where possible;
- Address community needs;
- Improve the community's ability to identify needs and to implement self-help programs;
- Promote cultural, recreational and social understanding;
- Be well-publicized in the community;
- Be sponsored by a local not-for-profit organization.

#### **PROGRAMS/ACTIVITIES/EVENTS MUST NOT:**

- Offer direct financial assistance to individuals or families;
- Duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need
- Be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

The successful receipt of a Grant in Aid does not automatically guarantee funding in subsequent years. Grants are intended to indicate the District's support and encouragement of a venture, and should not be expected to substantially fund any undertaking.

In accepting a grant the organization agrees to provide the District with an accounting of how the funds were used, as described in this policy. The District should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising related to the grant.

#### **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 and its purpose
    - names of directors of the organization
    - name and contact information for 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 and the number who are Lantzville residents
    - indicate the total cost of the project or event
    - indicate other sources of funding for the project or event
    - indicate whether an application to other local governments has been made
    - indicate the volunteer labour (including the number of Lantzville resident volunteers) 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
    - indicate prior year's grants from local governments; and
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- provide the organization's current annual budget and previous year's financial statements.
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.

### **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.

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** (Submit by February 1<sup>st</sup>)

Name of Organization:	
Names of Organization Directors:	
Description of Organization Purpose:	
Name of Contact Person:	
Mailing Address:	Postal Code:
Telephone No:	Facsimile No:
Specific Amount of Grant Requested:	
Brief Description of Event/Project - Proposed Use of the Grant : _____ _____	
Attach a letter indicating how issuance of the requested grant will support the policy goals.	
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? (Include number of Lantzville residents)	
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: _____ _____	
Applied to other local governments? YES _____ NO _____ If yes, which one(s): _____	
Indicate the volunteer labour (including number of Lantzville residents) and/or in-kind donations to be contributed to the Event/Project: _____ _____	
Indicate prior year's grant(s) from local government(s): _____ <i>ATTACH a copy of your current annual budget and previous year's financial statements.</i>	

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

Approval Date:
Amount of Funding Approved:
Date Completed Report Received for Prior Year's Funding:

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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: December 14, 2009 & April 25, 2016]

