



# THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

## COUNCIL POLICY

<b>Adopted by</b> <b>Effective Date</b> September 16, 1991	<b>POLICY NO.</b> <b>01.FIN</b>
Amendment Date(s): 1997 November 4, 2013 April 7, 2014 May 10, 2015 December 05 2016 July 8, 2019 November 25, 2024	File No: 0340-50-19
<b>SUBJECT:</b> Grant in Aid Program	
<b>Category:</b> Finance	

**1. PURPOSE:** The purpose of this policy is to establish the Districts Grant in Aid Program.

Council recognizes there are organizations and groups in the community who provide worthwhile programs and services to our residents. For those organizations with no other means of funding, Council can provide modest financial support by offering a limited amount of grants each year.

**2. APPLICATION:** This policy applies to all organizations requesting financial assistance from the District under the Grant in Aid Program. Funding is delivered through two program streams: New & Special Projects and Community Facilitated Activities.

**3. POLICY:** Section 263(1) (c) of the Local Government Act allows local governments to provide assistance for the purpose of benefiting the community.

**3.1.            New & Special Projects**

3.2.            The District of Central Saanich will maintain an annual program to award modest community grant funding of up to \$1,000 per grant to eligible non-profit societies and other community organizations benefiting the municipality.

3.3.            The program is specifically intended for seed funding to help establish new programs or complete special projects.

3.4.            Repeat requests for similar programs or projects are discouraged.

3.5.            The municipality cannot be expected to support those organizations that provide services which are in the areas of responsibility held by senior levels of government.

3.6.            The program is not intended to fund expenses such as general operations, administration, competitions, travel or building maintenance projects.

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- 3.7. The program will be advertised on the Districts website and social media feeds in the fall of each year.
- 3.8. All grant requests shall be subject to the availability of funding within the current annual operating budget.
- 3.9. All grant requests shall be submitted in writing, on the form provided, prior to December 31st of each year for consideration of funding in the following year, and include the following information:
- A brief description of what the project will accomplish and intended local community benefit.
  - A profile of the intended users, clients or participants.
  - A brief history of the organization, local membership content and present Board of Directors or equivalent.
  - A detailed budget for the project, sources of revenue for the project such as fundraising by the applicant and the level of funding requested from the District.
  - Most recent consolidated financial statements or sufficient financial information to demonstrate financial need.
- 3.10. Late applications will not be considered.
- 3.11. Requests for funding will generally be considered by the Chief Administrative Officer and Chief Financial Officer in January of each year.

**4.1. Community Facilitated Activities**

- 4.2. The District of Central Saanich will maintain an annual program to award modest community grant funding of up to \$1,000 per grant to eligible non-profit societies and other community organizations benefiting the municipality.
- 4.3. The program is specifically intended for one time community facilitated activities.
- 4.4. Repeat requests for similar activities are discouraged.
- 4.5. The municipality cannot be expected to support those organizations that provide services which are in the areas of responsibility held by senior levels of government.
- 4.6. The program will be advertised on the Districts website and social media feeds throughout the year, as applicable.
- 4.7. All grant requests shall be subject to the availability of funding within the current annual operating budget.
- 4.8. All grant requests shall be submitted in writing, on the form provided, and include the following information:
- A brief description of what the event will accomplish, number of anticipated attendees and intended local community benefit.
  - A profile of the intended users or participants.
  - A summary budget for how the grant funding will be used for the event and sources of revenue for the event such as fundraising by the applicant.

- 4.9. Requests for funding will generally be considered by the Chief Administrative Officer and Chief Financial Officer on a first come, first serve basis.