

THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: COMMUNITY GRANT IN AID

EFFECTIVE DATE: Jun 11, 2024

SUPERSEDES:

APPROVAL: Council Resolution #2024-0184

1.0 PURPOSE:

The purpose of this policy will provide guidelines and procedures to Council, municipal staff and the public by which Grants in Aid will be allocated.

2.0 POLICY:

It is the policy of the Village of New Denver that they may provide modest financial assistance through a Grant in Aid to a local community group or non-profit organization which demonstrates a financial need in order to provide a service or program that will benefit the community at large. It is recognized that while volunteer efforts of community organizations are significant and valuable to the community, New Denver taxpayers cannot fund every worthwhile project.

3.0 POLICY OBJECTIVES:

3.1 Council will establish a budget for allocating Grant in Aid in a calendar year. This amount of the budget will be \$3,500.00, with individual limits of \$500.00 per organization.

3.2 Only one application per organization may be submitted within a calendar year.

3.3 The following eligibility criteria must be met:

- Local non-profit organization or community group
- Provides a service which is not provided by any other group or organization within the village
- Demonstrated financial need
- Be accessible to everyone
- Benefit the citizens of New Denver
- Include significant volunteer involvement
- Be sustainable beyond support of the municipal grant

3.4 The following are ineligible for Grant in Aid funding:

- individuals
- organizations that are under the jurisdiction of another taxing or local government authority, such as School Districts, Regional Districts, Hospitals, etc
- organizations that are for-profit "industrial, commercial or business undertakings"
- organizations with political affiliations
- organizations that provide grants to others
- organizations whose activities or outcomes are inconsistent with the Village of New Denver values or goals

- organizations whose activities may breach the BC Human Rights Code or the Charter of Rights

3.5 The following are ineligible expenses under Grant in Aid funding:

- Programs that are the responsibility of other levels of government
- Costs related to fundraising activities
- Operating administration costs
- Retroactive funding or deficit reduction
- Food or beverage costs
- Contingency or miscellaneous costs
- More than 50% of the project budget
- Knox Hall rental fees if already receiving the Community Organization discounted rental rate

3.6 The Village will advertise annually in October the criteria for Grant in Aid with a December 15 deadline for submissions to be considered for a grant in aid in the following calendar year. Applications received after December 15 may be considered on a first come, first served basis as funds allow. All applicants will be required to submit a description of their service/program/event, financial statements for the previous year, and a listing of other funding sources. Applicants must clearly demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all its required funds from other sources. Incomplete applications will not be considered. The Grant in Aid Application form is hereby attached as “Schedule A”.

3.7 During budget deliberations Council will review the Grant in Aid submissions using a weighted evaluation criteria form and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid no later than March 1st each year with notification given to all the applicants immediately thereafter. Council may set aside a portion of the Grant in Aid budget for allocation to special requests that may come in throughout the year. The Grant in Aid Weighted Evaluation Form is attached as “Schedule B”

3.8 Grant in Aid award decisions of Council are final and not subject to appeal.

3.9 Representatives of the organization requesting the Grant in Aid are required to respond to any requests for further information by staff, in preparation for Council consideration. Council may request further information during deliberations.

3.10 Village staff will respond once to organizations that have submitted an incomplete Grant in Aid application. If there is no response from the organization prior to the meeting that Council considers such applications, the Grant in Aid application will not be considered by Council.

3.11 Grants in Aid are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated.

3.12 Grant in Aid will only be used for the purpose approved by Council. The grant recipient must request approval for any proposed material changes to the project.

3.13 A report to Council is required by the end of the year in which funding is received detailing how the funding was used and how it benefited the community. Failure to file a report will

result in no further consideration by Council for future requests from the organization. The Grant in Aid Final Reporting form is hereby attached as "Schedule C".

- 3.14 Council may request the return of any unspent funds from the organization.
- 3.15 Council may require all organizations who are applying for grant funding to attend a workshop on financial stewardship and accountability.
- 3.16 Organizations must confirm that the Village's contribution will be recognized publicly.

4.0 GRANT GUIDELINES:

- 4.1 Grants in Aid are provided to non-profit and community groups on the basis that they provide valuable programs to the community and are unable to raise all their required funding without assistance from the Village.
- 4.2 Grant in Aid will be used to encourage innovation that has the potential to support or contribute towards the community and the goals of Council. This includes one-time start up for initiatives or programs which will support or contribute to the community. As well the initiative funding is to assist groups who are hosting a special event or organizing the inaugural of what is intended to be a regular event in New Denver.
- 4.3 Grant in Aid funding will not be provided to fund raise for a charity or an organization other than the applicant.
- 4.4 Council will disburse approved Grant in Aid funds:
 - In advance at the discretion of Council, or at another time specified by Council during the approval process.
 - 50% at the time of approval and 50% upon the receipt of the final reporting.
 - At another time as specified by Council during the approving process. The Corporate Officer is responsible to implement, monitor, and evaluate this policy.

5.0 FUNDING CLASSES:

- 5.1 Financial Aid:
Grant in Aid applications that include a request for financial assistance for programs or events.
- 5.2 In-Kind:
Grant in Aid applications that include a request for the in-kind use of a Village owned facility/asset or Village labour.

This policy shall be in effect on the date it is approved by resolution of Council.

Schedule "A"
Grant in Aid Application Form



Grant in Aid Application Form

1. General Information of the Society or Charity (Organization)

Organization Legal Name:		Registration Number
Mailing Address:	City and Province:	Postal Code:
Primary Contact Person Name:		Primary Contact Person:
Primary Contact Person Phone Number:		Primary Contact Person Email Address:

2. Organization

<input type="checkbox"/> BC Registered Non-Profit Society for 1 Year	<input type="checkbox"/> CRA Registered Charity for 1 year	
<input type="checkbox"/> Provided services for 1 Year	<input type="checkbox"/> Established Board	<input type="checkbox"/> Financial Need
<input type="checkbox"/> Applied of Other Funding	<input type="checkbox"/> Utilizes Volunteers	<input type="checkbox"/> Fulfilled Final Reporting Requirements

3. Brief description of the organization

4. Initiative

<input type="checkbox"/> Community Service	<input type="checkbox"/> Community Activity	<input type="checkbox"/> Special Event
<input type="checkbox"/> New Project	<input type="checkbox"/> Community Program	<input type="checkbox"/> Arts & Cultural Initiative
<input type="checkbox"/> DEI Initiative (Diversity-Equity-Inclusion)	<input type="checkbox"/> Accessibility Initiative	<input type="checkbox"/> Organization Operating Costs
<input type="checkbox"/> Workshop/Conference/ Seminar	<input type="checkbox"/> Training & Development	<input type="checkbox"/> Other

5. Brief description of the initiative



6. Brief description of the importance and benefit to the community

7. Estimated number of people directly benefitting _____

8. Outline what the grant funds will be used for

9. Grant amount requested: \$ _____

10. List existing partnerships, collaboration, and engagements with other local organizations

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

11. List all additional sources of funding received or applied for (including in-kind contributions)

Name:	Amount: \$	Status:
Name:	Amount: \$	Status:
Name:	Amount: \$	Status:
Name:	Amount: \$	Status:
Name:	Amount: \$	Status:
Name:	Amount: \$	Status:
Name:	Amount: \$	Status:



12. Required Attachments

Provide an attached detailed summary and work plan for the initiative.

Provide an attached current operating budget and prior year financial statements.

<input type="checkbox"/> Detailed Summary and Work Plan	<input type="checkbox"/> Current Operating Budget	<input type="checkbox"/> Prior years Financial Statements
---	---	---

Declaration:

I am an authorized signing officer of this organization and I certify that the information given in this application is correct and endorsed by the organization that I represent. Should a grant be approved, I agree that it will be used in the manner that it was applied for.

Signature

Date

IMPORTANT INFORMATION

- Refer to Village of New Denver Grant in Aid Policy for detailed information.
- Deadline for submissions is December 15th.
- Late submissions will not be accepted.
- Incomplete submissions will not be accepted.
- Applications will be presented to Village of New Denver Council for review during next year’s budget deliberations.
- Notification of successful applications will be provided by March 1st.
- Organizations receiving a grant from the Village of New Denver will be required to provide a final report in the prescribed form. Failure to provide a final report will negatively affect your ability to apply for future grants.
- Applicants carrying accumulated surpluses/reserves must clearly explain their intended use of these funds.
- Financial statements and operating budgets must be attached to your application.
- Please provide as much detail as possible. This will assist Council in making an accurate and responsible assessment of your needs. Please include any additional information you feel is relevant.

Please return completed application to:	Village of New Denver P.O. Box 40, 115 Slocan Ave, New Denver BC V0G 1S0
or email:	office@newdenver.ca

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application.

office@newdenver.ca || 250 426 4211

Office Use Only	<input type="checkbox"/> Documents Received	Date Received:	Staff Person:
-----------------	---	----------------	---------------

Schedule "B"

Grant in Aid

Weighted Evaluation Criteria

The principles behind the weighting assigned are three-fold:

1. The potential contribution of a grant to community life must be considered;
2. The stewardship of tax dollars must be considered, and;
3. The contribution of volunteers to the community, to the applicant organization and to each other, is pivotal to the success of community projects and to the overall health of the organization

Criteria	Weighting
1. Demonstration of benefit to the Village of New Denver if part of a larger regional program or service (for example if greater benefit is outside the Village it might be weighted less)	/5
2. Demonstration that the program or service will benefit the community as a whole or a specific group (for example, children, youth, seniors, the isolated, etc.)	/5
3. Demonstration that the philosophy and activities of the organization promote accessibility to those with financial, physical, or other challenges	/5
4. Demonstration as to why the grant is required by the Applicant, for example: <ul style="list-style-type: none">• How will the lack of municipal support affect the project?• List of other sources of funding received/applied for.• Indication the applicant is moving towards self-sustainability.	/5
5. Demonstration of a solid base of volunteers, generally within the organization, and specifically for the grant focus. Consideration will be given to the overall size of the organization and the initiative, to reflect a fair assessment. Active volunteers and their roles will be considered, not membership.	/5
6. Demonstration that the Applicant's track record of community service is positive, and/or, that the Directors/Project Initiators have demonstrated productive results in the past, or come with proven skills. New initiatives are encouraged to include letters of support from the community.	/5
7. The Applicant's Financials (where appropriate) and Budget demonstrate strong financial and administration management. If a previous grant has been received from the Village, the Grant-in-Aid Report was completed.	/5
8. Demonstration of partnerships, alliances and working with other community organizations to maximize program effectiveness and organizational efficiency.	/5
TOTAL POSSIBLE	/40

Schedule C
Grant In Aid
Final Report Form



Grant in Aid Final Report Form

A. General Information:

1. Name of Organization:

2. Name of Person Completing this Report:

Contact Person Email Address:

Contact Person Phone No:

3. Period covered in this Report:

From:

(month/year)

To:

(month/year)

4. This year's funding received from the Village of New Denver: \$

5. Intended use of this Funding:

6. Describe the key projects or activities undertaken by your organization this year and how they directly benefitted the community:

7. Describe how the grant you received from the Village of New Denver impacted these activities:

8. Was the Village of New Denver publicly acknowledged for its funding support? Please Describe:

B. Financial Summary:

Please provide a financial summary that directly relates only to the project or activities that the grant was designated for (as stated in your original application):

Project Revenue:		
Village of New Denver Grant:	\$	_____
Other funding:	\$	_____
Total Project Revenue:		\$ _____
Project Expenses:		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Project Expenses:		\$ _____
	Surplus / (Deficit)	\$ _____

C. Declaration:

I am an authorized signing officer of this organization and I certify that the information given in this final report is correct and endorsed by the organization that I represent.

Signature

Date

IMPORTANT INFORMATION

A final report must be submitted BEFORE December 1st. Failure to provide a final report will negatively affect your eligibility for future funding.

You are welcome to provide additional comments, media releases, or photos that you feel are relevant.

Please submit final report to:	Village of New Denver 115 Slocan Ave, P.O. Box 40, New Denver BC V0G 1S0
or email:	office@newdenver.ca

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact the Privacy Officer at (250)358-2316.

Office Use Only	Received by and date:	<input type="checkbox"/> All documents received	Comments:
--------------------	-----------------------	---	-----------