



North Coast Regional District

BOARD POLICY

Title:	Grant in Aid Policy	FIN-06
---------------	---------------------	--------

POLICY STATEMENT

The North Coast Regional District (NCRD) provides grant in aid to local organizations providing cultural, charitable, recreational or service activities that strengthen and enhance the well-being of the community, promote volunteerism or support the goals and priorities of the NCRD.

1. SCOPE

1.1 This policy applies to all organizations applying for grant in aid from the NCRD.

2. PURPOSE

2.1 To establish a process for accepting grant in aid requests and disbursing grant in aid funds to organizations consistent with principles of accountability and transparency.

3. DEFINITIONS

“**Accountability**” refers to the principle that the NCRD District is obligated to demonstrate and take responsibility for its actions, decisions, and policies and that it is accountable to the public at large.

“**Applicant**” means organizations applying for grant in aid from the NCRD.

“**Board**” means the Elected officials that make up the North Coast Regional District Board of Directors.

“**CAO**” means the Chief Administrative Officer of the North Coast Regional District, or his/her deputy.

“**Grant in aid**” includes a transfer of money, payment on behalf of, or in-kind services from the NCRD.

“Financial Administrator” is an officer position established under the Local Government Act and assigned the responsibility of financial administration, or their deputy.

“Transparency” refers to the principle that the NCRD will conduct its business in an accessible, clear, and visible manner and that its activities are open to examination by its stakeholders.

4. GENERAL

- 4.1 To be considered for grant in aid under this policy, applicants must demonstrate:
 - a) That the organization is locally based and their efforts are regional in nature;
 - b) That the project or program strengthens and enhances the well-being of the community, promotes volunteerism or supports the goals and priorities of the NCRD;
 - c) Sound financial and administrative management; and
 - d) Financial need.
- 4.2 Grant in aid will not be provided to subsidize activities that are the responsibility of senior levels of government.
- 4.3 Grant in aid will not be provided for sport teams or activities, nor for arts and cultural events as the Board feels strongly that funding for these types of events should be done as a personal choice by local businesses and residents rather than by a government body.
- 4.4 Preference will be given to those applicants that have not received assistance from other local government funding.
- 4.5 Grant in aid recipients must:
 - a) Acknowledge the NCRD as a funding partner in any promotional materials;
 - b) Provide a report on how the grant in aid funds were spent; and
 - c) Return grant in aid funding not spent within 12 months of receipt of funds.

5. RESPONSIBILITIES

5.1 The Board shall:

- a) At its sole discretion, evaluate and allocate grant in aid funding annually during the annual budget process; and
- b) At its sole discretion, consider grant in aid funding requests during the year to be funded from discretionary regional grant in aid funds.

5.2 The Financial Administrator shall:

- a) Prescribe an application form for grant in aid applicants;
- b) Review applications to determine eligibility based on the criteria outlined in this policy;
- c) Bring eligible applications to the Board for consideration during the annual budget process; and
- d) Bring forward a funding amount annually for discretionary regional grant in aid funds for consideration during the budget process.

6. PROCEDURES

6.1 Applicants must apply for grant in aid from the NCRD each year.

6.2 Applicants shall complete and submit an application form to the NCRD by October 15th of each year

6.3 Application forms received after October 15th may be considered for funding from discretionary regional grant in aid funds, if available.

6.4 During its annual budgeting process, the Board shall consider and may approve grant funding requests and establish a level of funding for discretionary regional grant in aid funds.

6.5 The Board may approve discretionary regional grant in aid funding requests as they arise throughout the year.

- 6.6 All applicants will be notified in writing of the Board’s decision regarding their applications.
- 6.7 Unless specifically requested by the applicant and approved by the CAO, grant in aid funding will not be distributed before August in any given year.

Approval Date:	July 16, 2021	Resolution No.	243-2021
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	