Capital Regional District

Grant-In-Aid

Application Completion Guide

Amended: September, 2010

CRD GRANT-IN-AID APPLICATION COMPLETION GUIDE

Application Completion Guide Instructions

Submit Applications to:

_____ Regional Director for

_____ Electoral Area

Address _____

_____

_____

Phone: _____ Fax: _____

Email: _____

If you have any questions or require assistance, please contact your CRD Director as indicated above.

Applications should be submitted on the form provided which is enclosed at the end of this Grants-in-Aid section.

Note to Applicants:

- o Grants-in-Aid are intended for non-profit agencies or societies for projects of benefit to the Electoral Area.
- o Grants-in-Aid are intended for special one-time projects, not ongoing operational funding, although applications for recurring projects can be made.
- o Organizations already being funded directly on an ongoing basis by taxation, or industrial, commercial or business undertaking or private individuals ARE NOT eligible for assistance under this program.
- o Grants-in-Aid are *NOT* intended for the personal benefit of any individual, proprietor, member or shareholder.
- o Please familiarize yourself with the attached Board policies and Application Completion Instructions.
- o Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.
- o If you have any questions or require assistance, please contact your CRD Director.

Application Process

The CRD has authority under *Supplementary Letters Patent* (*SLP*) which provide that Grants-in-Aid may be paid to an organization deemed by the Electoral Area Director and the Board to be contributing to the general interests and advantage of the electoral area.

Applications for assistance in accordance with the *SLP* must be received by a CRD Electoral Area Director.

Applications should be submitted on the form provided by the CRD with all supporting documentation attached. Applicants must;

- o clearly indicate the amount and type of assistance requested,
- o provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- o provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Applications must be submitted on the required form.

Approval Process

The Electoral Area Director and Board wishes to provide assistance under the provisions of the *SLP* to those applicants who provide a demonstrated benefit to the community and have a demonstrated need for assistance. To that end, it has adopted the following guiding principles:

- o The Electoral Area Director and Board do not intend to utilize Grants-in-Aids to provide ongoing financing, but rather to assist with special projects. Special projects may reoccur but must be applied for each year.
- o The Electoral Area Director and Board do not intend Grants-in-Aid to replace the financial responsibilities of senior levels of government, other government agencies and affiliates.
- o The Electoral Area Director and Board do not intend Grants-in-Aid to be available for the personal benefit of any individual, proprietor, member or shareholder.
- o The Electoral Area Director and Board have both statutory and budgetary limitations on Grants-in-Aids and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the residents within the community.
- o The Electoral Area Director and Board have an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.
- o THEREFORE the Electoral Area Director and Board adopt the following procedure for the consideration of applications for assistance.
- o The Electoral Area Director will review, evaluate and prioritize all applications and will forward them to CRD Finance and then the Board. The Board will take the Electoral Area Director's recommendations into consideration and will make the final decisions with respect to the approval of the applications.
- o Where requested by the Electoral Area Director, the Electoral Area Services committee may review applications. Reasonable efforts shall be made to ensure that unnecessary duplication with the grant for assistance program of any of the member municipalities or CRD entities is avoided.

The following factors shall be used by the Electoral Area Director in evaluating and prioritizing the Applications for Assistance under the *SLP*;

- o Purpose for which the funding is required,
- o Whether or not all other funding opportunities, i.e., fundraising, grants from senior levels of government, etc. have been exhausted,
- o Degree of benefit that the community will derive from this project,
- o Amount of grant requested in relation to scale of project,
- o Whether or not the applicant has previously received assistance from the CRD and,
- o Whether or not there is an opportunity for individuals to make direct contributions.
- o Applications for assistance under the *SLP* will NOT normally be approved for;
- o Purposes for which the Board identifies as potentially exposing the CRD to risk of unacceptable liability,
- o Groups, projects or services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations,
- o Purposes disallowed by the *Local Government Act* or *SLP* and,
- o Purposes which, in the Board's opinion, would be more appropriately addressed by establishing a regional district service.

Application Completion Instructions

General

- o clearly indicate the amount and type of assistance requested,
- o provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- o provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Inside Front Cover

The *"Application Submitted By"* box requests information about the applicant. We need to know who you are and how to contact you. The *'applicant'* is the non-profit agency or society that is applying for the assistance. The *'contact(s)'* is the individual(s) within your organization who are familiar with the application and whom we may contact should we require further information or clarification.

The *"Application Summary"* box requests the <u>name </u>of the project or purpose for which you are applying for assistance. You will be required to provide more information regarding your proposal on page 3 of the application, so don't go into detail here. You need to check the type of project for which you are applying, and the amount of the grant requested.

The application form must be signed by a duly authorized individual on behalf of the organization. In signing the application, the authorized signatory is personally certifying that to the best of his/her knowledge, the information being submitted is true and correct and the application for assistance is not being made on behalf of an individual, industrial, commercial, or business undertaking or an organization already receiving ongoing tax support.

Applicant Profile

We also need to know what services and / or benefits you provide to the community. The "Applicant Profile" asks a series of questions about the applicant's community service, including the size of the community served, and your organizational structure.

Project / Proposal Profile

We also need a description of the proposal / project for which you are seeking assistance. Please check (Y) adjacent to the appropriate category in question #1. If your funding request falls under the "other purpose" category, please indicate the "other purpose" on the line provided. You should provide sufficient detail in response to questions #2 and #3 to enable the CRD Director and Board to evaluate the merits of your proposal and the resulting benefits to the community.

Funding and Financial Information

Pages 4 and 5 of the application form, request information about the funding for the proposal as well as financial information about the applicant.

Question #1 requires that you attach supporting financial information in order to identify all other funding sources and to justify the need for financial assistance. This supporting documentation should be as concise and clear as possible. Make sure that your financial report clearly itemizes all of the information requested.
Question #2 requests specific information about grants / funding from other sources to which you have applied with respect to this proposal.

Question #3 requests information about assistance that you may have received from the CRD in the past. If you have received assistance on more than four occasions, just list the four most recent ones. If the assistance that you previously received from the CRD was an exemption from fees / charges or some type of consideration other than monetary, please indicate "N/A" in the "$ amount" column — do not attempt to estimate a value.

Please check the appropriate responses (Yes/No) to parts (a), (b), (c), and (d) of question #4.

Acknowledgement and Reporting

Acknowledgement

Any published materials must acknowledge the contribution made by the Capital Regional District Grant in Aid Program by inserting the CRD name and logo to the list of funding participants.

Reporting

Subsequent to the event, a financial reporting on the actual final cost and source of funding of the project must be submitted to the CRD Electoral Area Director. Please mail or email your report to your Electoral Area Director as follows:

Juan de Fuca Electoral Area

Director, JdF Electoral Area
P.O. Box 1000
Victoria, B.C.
V8W 2S6
Email: directorjdf@crd.bc.ca

Salt Spring Island Electoral Area

Director, SSI Electoral Area
P.O. Box 1000
Victoria, B.C.
V8W 2S6
Email: directorssi@crd.bc.ca

Southern Gulf Islands Electoral Area

Director, SSI Electoral Area
P.O. Box 1000
Victoria, B.C.
V8W 2S6
Email: directorsgi@crd.bc.ca

Amended: October 7, 2009