



COMMITTEE OF THE WHOLE AGENDA CITY OF MERRITT

Wednesday, October 16, 2019

6:00 P.M.

BOARD ROOM, CITY HALL

2185 Voght Street

Merritt, B.C

Mission Statement: *The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.*

Pages

1. CALL TO ORDER

1.1 Call to Order

2. ADOPTION OF MINUTES

2.1 Committee of the Whole Meeting Minutes - October 1, 2019

3

Recommendation:

THAT the Minutes of the Special Council Meeting held on October 1, 2019 be adopted.

3. GENERAL MATTERS - Delegations and Recognitions

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1 Grant in Aid Policy Review and Considerations

6

Prior to Council providing staff with recommendations, Sheila Thiessen will present to Council, providing an overview of the budget process and grant in aid requests.

Recommendation:

THAT the Committee provide staff with recommendations to include in a revised Grant in Aid Policy to be presented to Council for discussion at the October 22, 2019 Regular meeting of Council.

6. TERMINATION OF MEETING



MINUTES

CITY OF MERRITT

COMMITTEE OF THE WHOLE

Tuesday, October 1, 2019
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
2185 Voght Street
Merritt, B.C

PRESENT:

- Councillor M. Bhangu**
- Councillor K. Christopherson**
- Councillor A. Etchart**
- Councillor T. Fehr**
- Councillor T. Luck**
- Councillor M. White**

Mayor L. Brown

IN ATTENDANCE:

- Mr. S. Hildebrand, Chief Administrative Officer**
- Mr. J. Dinwoodie, Director of Engineering & Development**
- Mr. S. Smith, Director of Corporate Services**
- Ms. S. Thiessen, Director of Finance & IT**

1. CALL TO ORDER

1.1 Call to Order

Acting Mayor White called the meeting to order at 6:00pm

2. ADOPTION OF MINUTES

2.1 Special Committee of the Whole Meeting Minutes - August 20, 2019

THAT the Minutes of the Special Committee of the Whole Meeting held on August 20, 2019 be adopted

Moved, Seconded, CARRIED

2.2 Special Committee of the Whole Meeting Minutes - September 10, 2019

THAT the Minutes of the Special Committee of the Whole Meeting held on September 10, 2019 be adopted

Moved, Seconded, CARRIED

3. GENERAL MATTERS - Delegations and Recognitions

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1 Ground Water Aquifer

File: 5610

Joint Presentation by Ministry of Forests, Lands, and Natural Resource Operations and Fraser Basin Council

Skye Thompson, FLNRO Section Head, Groundwater Science, introduced himself and the other three individuals who would be presenting, Laurie Lyons, Kevin Bennett and Patrick Farmer.

The parties provided information on the hydrological cycle generally, aquifer types, aquifers in and around the City of Merritt and their classifications, as well as specific information and statistics about groundwater and surface water interaction on the Coldwater and Nicola Rivers.

The floor was opened to the public to ask questions.

6. TERMINATION OF MEETING

The Acting Mayor declared the meeting ended at 7:53pm

Corporate Officer

Sean Smith

Certified correct in accordance with Section 124(2) (c) of the Community Charter

Confirmed on the ____ day of _____, 20____

Mayor

Linda Brown



Report

City of Merritt
CoW Meeting
October 16, 2019

File Number: 1851

To: Scott Hildebrand, Chief Administrative Officer
From: Sheila Thiessen, Director of Finance & IT
Date: October 11, 2019
Subject: Grant in Aid Policy Review and Considerations

RECOMMENDATION:

THAT the Committee provide staff with recommendations to include in a revised Grant in Aid Policy to be presented to Council for discussion at the October 22, 2019 Regular meeting of Council.

Background:

Every fall, the City puts out a request for any interested organizations for applications for grant in aid. These applications are processed by staff and presented to Council early in the next year for consideration. The amount budgeted for grant in aids has been consistent in the past few years at \$87,215.

During the 2019 grant in aid process, Council requested staff to bring back a report comparing grant in aid funding amounts in the City of Merritt to other municipalities. This report summarizes the research done by staff and provides additional information for Council's consideration.

The intention of this report and Committee of the Whole meeting is for Council to provide staff with any changes or additions to the grant in aid process and policy, so

Reviewed by:			
Director, Corp. Services Not yet approved	Director, Finance & IT Approved - Sheila Thiessen	Director, Engineering & Development Choose an item.	Chief Administrative Officer: Choose an item.

that the policy and process can be updated before the request for applications for 2020 goes out.

Discussion

A review of the applications in the past three years shows a trend for more applications with larger funding requests. This has resulting in an increase in requested funding from \$71,000 in 2017 to \$233,000 in 2019.

This trend highlights the need for a Grant in Aid Policy review. The process could be streamlined with clearer guidelines that provide Council and the Community Groups looking for funding with a greater understanding of the goals of the program.

Attached to this report is the current Community Grant in Aid Policy and the Extraordinary Grant Application Form for 2019 for Councils information. The regular grant application form is the same as the Extraordinary except for the deadlines for submission.

Staff has provided a Grant in Aid Comparison (attached) that calculates the amount of grant in aid funding for various municipalities budget on a per capita basis. This figure is subjective as there are some differences in what each municipality includes in their grant in aid amounts as mentioned in the note's column.

The next attachment is a review of grant in aid policies and procedures for the various municipalities compared to Merritt's current process.

These documents will be reviewed in detail during the Committee of the Whole meeting.

Financial / Risk Implications:

Financial considerations include how much Council is willing to allocate to funding grant in aids, and how the funding is paid.

Risks of a grant in aid program include ensuring the recipients are legitimate community groups that meet Council's criteria.

Good financial stewardship requires the City to make sure that the funding is used for the purposes intended and for the good of the community.

Requests for financial statements, budgets and program reporting can be challenging for some organizations but are important to the process.

A good policy and process would be clear and simple for both the City and the applicants, well meeting the standards of good financial stewardship.

Strategic Plan Reference:

Reviewing policies related to the Financial Plan process relates to the Long-Term Financial Planning identified in Council's Strategic Plan.

Others Consulted:

Wayne Anderson, Manager of Financial Services surveyed the municipalities listed in the attached documents and provided the reports for Council information.

Attachments:

Community Grant in Aid Policy
Extraordinary Grant Application for 2019
2019 GIA Municipal Comparison
2019 GIA Municipal Policies and Procedures

Respectfully submitted,

**Sheila Thiessen
Director of Finance & IT**



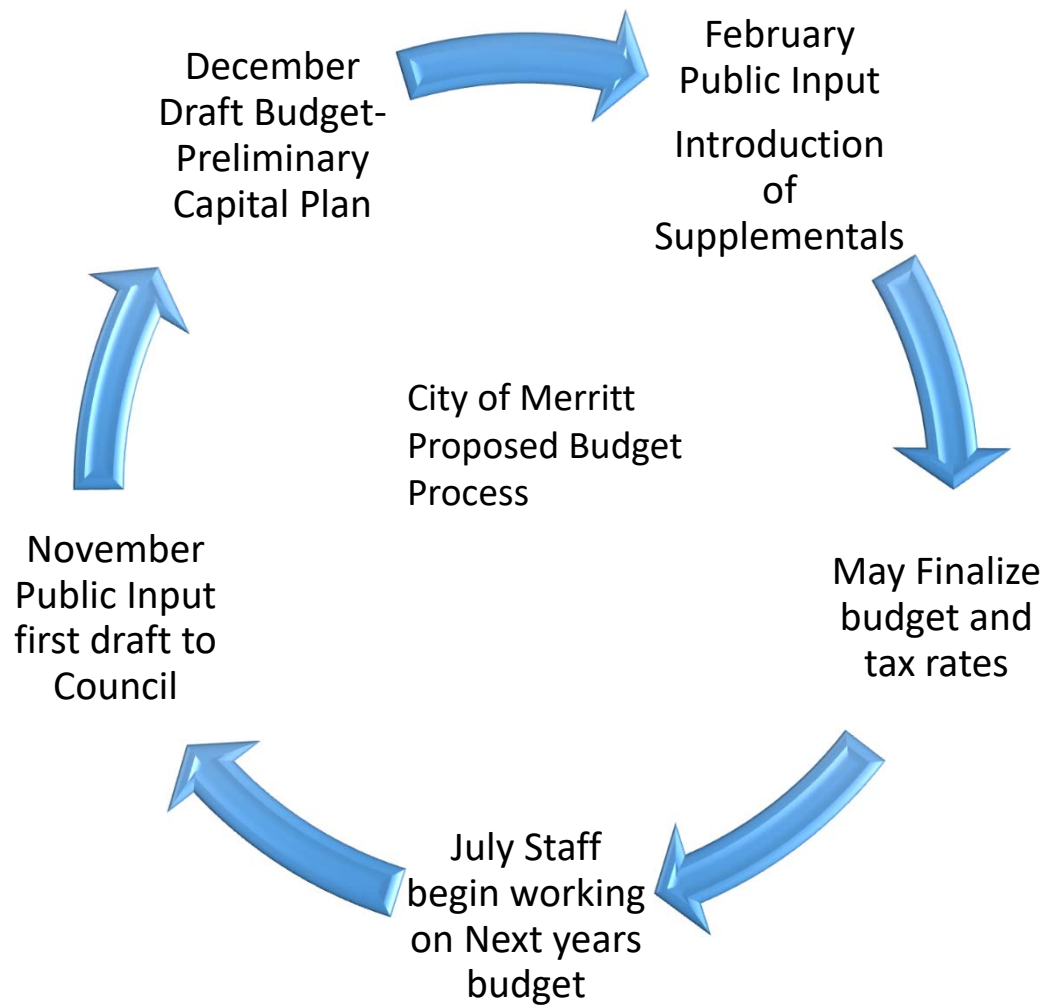
City of Merritt 2020 – 2024 Budget Deliberations

Oct 16, 2019



Overview

1. Budget Process and Timeline
2. Grant in Aid Policy Review
 - Amounts
 - Qualifying Organizations
 - Sponsorships and grants vs memberships
3. Other Items to Consider
 1. Scholarship for MSS/NVIT
 2. Permissive Tax Exemptions
 3. Ongoing funding line items



Grant in Aids – Three Year Activity

Year	Number of Applications*	Total Value of Requests	Number of Approved Grants	Amounts Applied for High/Low	Received Benefit from Permissive Tax	Approved Amounts High/Low
2019	38	\$233,000	31	\$48,000/\$284	5	\$10,000/\$284
2018	35	\$177,000	24	\$65,998/\$750	5	\$23,500/\$750
2017	30	\$ 71,000	26	\$10,000/\$500	5	\$10,000/\$500

* Application #'s and amounts do not include extraordinary grants considered by Council outside the regular grant intake

The trend is showing more grant requests each year with larger amounts of funding requested.

Grant Funding vs Service Agreements

- Service agreements currently in place
 1. Nicola Valley Heritage Society (Baillie House) \$51,111
 2. Nicola Valley Museum & Archives \$50,000
 3. Nicola Valley Women in Action (Victim Services) \$35,000
- Memberships need to be treated consistently
 - Chamber of Commerce Membership (is this a grant in aid?)

Items to Consider

- Policy Statement
 - Lists non-profit and community groups
 - Do we want to restrict it to official non-profit societies?
 - Other groups often don't have the required financial reporting in place
- Policy Objectives
 - Determining amount overall and individual limits
 - Clarifying tax funded functions (other levels of government)
 - Consider consolidating categories (Short term and Community Initiatives)
 - Do we want to have a smaller committee review and report back to Council?
 - Do we require attendance at the meetings?
 - Are capital type projects to be considered?

Next Steps

- Council to provide direction
- Staff to revise policy and application forms
- Revised policy to come to October 22, 2019 Regular Council Meeting for approval
- Notice to go out to public re: Application process
- Consideration of applications Feb 2020



City of Merritt
2185 Voght Street
Merritt, BC V1K1B8
250 378-4224
merritt.ca

Policy 4-01

CATEGORY	COUNCIL POLICY
4.0 – Finance & IT	COMMUNITY GRANT IN AID
	Contact Department: Finance & IT

Policy Goal

To set out guidelines for allocating Grants in Aid.

Policy Statement

Council provides grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large.

Policy Background

The Community Grant in Aid Policy was originally created in 2005 and revised in 2012. This revised policy will define two (2) Grant in Aid Categories (*Short Term and Community Initiative*) that will be qualified on one (1) application form. The revised policy will distinguish the basis for considering applications and promote consistency with the application process.

Policy Objectives

1. Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be reviewed annually as part of the budget deliberation process.
2. A Grant in Aid should not be used to augment tax funded functions (i.e.: volunteer fire departments, community halls, etc.) when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area.
3. A Grant in Aid must not be provided to an “industrial, commercial or business undertaking”
4. The allocated Grant in Aid budget will be distributed between two (2) categories – Short Term and Community Initiatives.



5. The Financial Services Manager will advertise annually in October the criteria for Grant in Aid with a December 15th deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15th deadline will be considered an extra ordinary Grant in Aid. Applicants are 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 demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all of its required funds from other sources.
6. During budget deliberations Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1st each year, with notification given to all of the applicants immediately thereafter. Council will set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.
7. Representatives of the organization requesting the Grant in Aid are required to be in attendance at the meeting when Council considers grant applications.
8. The Finance Department 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 Council considers such applications, it is recommended that the Grant in Aid application not be considered by Council.
9. 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.

Grant Categories:

1. Short Term:

Short Term 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 of their required funding without the City's assistance.

2. Community Initiatives:

The purpose of funding under this category is 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 Merritt.



City of Merritt
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merritt.ca

Policy 4-01

Funding Classes:

1. Financial Aid:

Grant in Aid applications that include a request for financial assistance for programs or events.

2. Sponsorship:

Grant in Aid applications that include a request for sponsorship.

3. In-Kind:

Grant in Aid applications that include a request for the in-kind use of a City owned facility.

Amendments

November 06, 2012: Adopted (Resolution 226/12)

October 31, 2014: Procedure Approved

November 14, 2017: Amended Policy Adopted (Resolution 208/17)



2019 Extraordinary Grant Application

PLEASE READ APPLICATION PROCESS DOCUMENT BEFORE PRECEEDING

Grant Category Grant-in-Aid or
Community Initiative
(drop-down selection)

Contact Information

Full Legal Organization Name

Street Address

City **Prov**

Postal Code

Organization Website

**Organization President /
Executive Director**

Title

Phone Number **E-Mail**

Contact Person
(if different)

Title

Phone Number **E-Mail**

Organization Information

Not for profit?		<input type="radio"/> Yes	Year Established	<input type="text"/>
		<input checked="" type="radio"/> No		
Registration Number	<input type="text"/>			
Address	<input type="text"/>			

Total Organization Budget	<input type="text"/>	Total # of Board Members	<input type="text"/>
Total # of Staff	<input type="text"/>	Total # of Volunteers	<input type="text"/>

Organizational Mission Statements (350 characters or less)	<input type="text"/>
Brief Description of Organization (1,000 characters or less)	<input type="text"/>

Population Served
(600 characters or less, include
age groups, race & ethnicity,
income levels, etc.)

Proposal Request

Program / Project Name

Total Program Budget

Requested Grant Amount

Percent of Total Budget

(percentage of grant to actual complete budget, eg. \$1,000 grant would be 10% of a \$10,000 event)

Type of Request
(drop-down selection)

In-Kind

Financial Aid, In-Kind or Sponsorship

Grant Period From

Grant Period To

Multi-Year Event?

☐ Yes

☒ No

Description of Event
(1,000 characters or less)

Please don't hesitate to **provide additional supporting documents** that will provide further explanation of the event or organization.

Geographic Area Served

**Please estimate the
anticipated economic impact
of the event or organization.
(eg. spending, social impact,
or environmental, hotel
rooms, visitors & general
tourism)**

(1,000 characters or less)

**Priority funding areas
of grant makers**

(indicate, in 500 characters or less, how your request fits within the City of Merritt's strategic interest[s])
(a copy of Merritt's Strategic Plan can be requested at City Hall.)

Most recent grants received from the City of Merritt:

Amount (1)

Date (1)

mm/dd/yyyy

Amount (2)

Date (2)

mm/dd/yyyy

Current Fundraising
Initiatives
(max 350 characters):

Please explain, in 350
characters or less, how your
event or organization will be
self sufficient in the future:

Please provide a detailed budget for your event/operating year and also your organization's most recent Certified Financial Statements.

Indicate which revenue is confirmed and reflect in kind contributions for both your revenue and expenditure. Ensure in-kind contributions are included under expenditures. In-kind includes provision of equipment, services, advertising etc. instead of cash. Any in-kind donation included as revenue must also be accounted for as an expense.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Signature:

Date Signed (mm/dd/yyyy):

Print Name of Person
completing the application:

Signature:

Application Date
(mm/dd/yyyy):



For application questions please contact:
Wayne Anderson, CPA, CMA
Financial Services Manager
Email: wanderson@merritt.ca

Application Checklist

- Completed and Signed ☐
Application Form
- Supporting Documentation ☐
about event or organization
- Financial Statements (most ☐
recent and projected budget)
- If sponsorship a detailed ☐
report of sponsor options
- For In-kind Requests please ☐
complete Appendix A
(detailed list of City In-Kind
Costs)

2019 Extraordinary Grant Applications can only be received during the 2019 calendar year.

City of Merritt
Grant in Aid Comparison
Updated: October 10, 2019

Municipality	Population	Total GIA	Grant Year	GIA per Resident	Application Deadline	Approval	Notes
District of Highlands	2,451	\$ 13,800	2019	\$ 5.63	31-Jan	28-Feb	
City of Duncan	5,241	\$ 18,488	2019	\$ 3.53	15-Sep		
City of Merritt	7,593	\$ 87,215	2019	\$ 11.49	15-Dec		Includes in-kind Grant in Aid (i.e. facility rentals) but does not include budgeted annual funding for service agreements related to the Museum, Baillie House and Victims Services (2019 - \$136,111)
City of Revelstoke	8,129	\$ 25,000	2019	\$ 3.08	31-Oct		Budget is \$25,000. Demand is usually around the budget amount and hasn't changed in last 10 years.
Town of Ladysmith	9,417	\$ 58,750	2018	\$ 6.24	31-Dec		
Town of View Royal	11,318	\$ 95,525	2018	\$ 8.44	01-Mar		Available funding is equals to 5% of the Town's share of the prior year's funding received from the View Royal Casino.
City of Williams Lake	11,359	\$ 35,000	2019	\$ 3.08	30-Sep		
District of North Saanich	12,110	\$ 44,000	2019	\$ 3.63	31-Dec		
District of Summerland	12,213	\$ 45,000	2019	\$ 3.68	31-Oct		Budget is \$45k. Was \$35k prior to 2017.
Town of Sidney	12,491	\$ 17,000	2019	\$ 1.36	31-Jan	28-Feb	
City of Parksville	13,323	\$ 31,300	2018	\$ 2.35			\$26,300 of the \$31k is allocated to specific organizations. \$5k is split into Spring and Fall intakes (\$2,500/each). Does not include other budget line item grants of over \$250k to community groups .
District of Lake Country	14,027	\$ 22,000	2019	\$ 1.57	31-Oct		Budget is \$139k. \$117,366 for specific contracts/grants (i.e. Museum, Art Gallery, Public Arts Commission). \$15k for Community Halls and \$7k for everyone else.
City of Cranbrook	21,308	\$ 273,000	2020	\$ 12.81			Cap for Grants in Aid is 1% of prior year property tax. So for 2020 the GIA is capped at \$273,000, which is only for the grant applications. Cranbrook provides other grants to organizations, which are classified as service agreements (i.e. Cranbrook History Centre, Library, Chamber).
City of White Rock	21,370	\$ 39,550	2019	\$ 1.85	01-Feb	30-Apr	\$25,550 Grant in Aid and \$14,000 GIA - Arts and Culture events
District of North Cowichan	31,920	\$ 62,800	2019	\$ 1.97	15-Oct	15-May	\$62,800 split between 6 grant classifications. Not including \$144,800 in Regular Annual grant funding (i.e. BC Forest Museum, Chamber of Commerce, Theatre Festival Society, etc.).
City of West Kelowna	34,883	\$ 432,464	2019	\$ 12.40	31-Oct		Includes \$310,314 in-kind (reduced facility rentals) and \$122,150 cash
City of Vernon	42,574	\$ 50,000	2018	\$ 1.17			Two intake periods due April 30 and October 31

\$ 4.96 Average
\$ 37,643 Merritt population times average

Excluded from Analysis. Grant in Aid applications include organizations that receive regular annual funding (not guaranteed).

Municipality	Population	Total GIA	Grant Year	GIA per Resident	Application Deadline	Approval	Notes
City of Campbell River	35,141	\$ 716,000	2020	\$ 20.38			All Grant in Aid applications are reviewed by a committee of community members (appointed by Council). The committee makes recommendations to Council on who should receive funding from that amount set aside. The lion's share of the funding goes to societies that operate out of City owned facilities (i.e. the local performing arts theatre, the museum, the art gallery). Nonetheless, those amounts aren't necessarily 'guaranteed' under line item funding; they rely on the annual GIA application and review process.

Only includes those grant in aids submitted during the grant in aid process, in all municipalities there may have been other grant in aids that were considered and or approved by Council after the main intake(s).

City of Merritt

Sample Grant in Aid Policies and Procedures

Updated: October 10, 2019

Sort Order	Municipality	Sample Terms & Conditions	Merritt Grant in Aid Process
1 Funding Levels	District of Summerland	Participation or Hosting of Regional, Provincial, National or International Championships or Events 1. A maximum of \$500 per team or individual may be granted based on a specific need basis for travel assistance to those winning championships in sports, arts or cultural activities. 2. A maximum of \$500 may be granted to local organizations hosting events of a regional, provincial, national or international nature. Consideration will be given to the benefit received by the community as a result of hosting these events.	A \$500 maximum is common for smaller municipalities.
1. Funding Levels	City of Parksville	Contributions toward travel expenses from individuals or teams will be considered only for travel prior to attending international, national or Western Canadian events where the individual or team is the current Provincial champion.	Limits sports team or individual athlete travel contributions to "current Provincial champion" only.
1. Funding Levels	District of Highlands	Unless otherwise determined by a unanimous vote of Council, the maximum grant available for any purpose under Section 2 shall be the aggregate of the District's latest Federal Government census multiplied by a per capital rate of \$0.50.	Setting the limit on grant request per applicant based on \$'s per resident. If we used \$0.50 for Merritt the max would be approx \$3,800.
1. Funding Levels	Town of View Royal	Council will approve up to 95% of the annual funding to be allocated to applications received by the deadline date. The balance may be allocated throughout the remainder of the year as determined by Council.	Sets the value of Extraordinary funds of 5% of the total.
1. Funding Levels	Town of View Royal	Each year Council may provide an amount of funding equal to 5% of the Town's share of the prior year's funding received from the View Royal Casino.	GIA amount tied to funding from another source other than municipal taxes.
2. Grant Types	District of West Kelowna	Community Project (one-time assistance), Corporate (general operating expenses), In-Kind Contributions (use of municipal property/facility), Special Events (one-time or first-time event), Community Events (recurring event)	We have Financial, In-Kind and Sponsorship. Should we distinguish between Operating, Capital, In-Kind, One-Time and Recurring Events?
3. Exclusions	City of Duncan	The City will not grant funds to - a "for profit" organization or to individuals; - teams for sports related endeavours; - Charitable Organizations that are not locally based (e.g. Cowichan Historical Society "is" locally based);	Exclude team or sports related endeavors and non local based charitable organizations.
3. Exclusions	District of West Kelowna	Programs/Activities/Events MUST NOT: 1. offer direct financial assistance to individuals or families; 2. duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need. 3. be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc	Good clause to cover off those organizations that receive funding from Schools, Regional District, etc.
4. Applicants	City of Williams Lake	In order to qualify for a Grant-in-Aid, the applicant must: • Be a registered non-profit organization in good standing with the Registrar of Companies; • Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year; • Demonstrate financial need; and • Provide a service, project or event that supports the priorities and goals of the City.	Who is eligible

City of Merritt

Sample Grant in Aid Policies and Procedures

Updated: October 10, 2019

Sort Order	Municipality	Sample Terms & Conditions	Merritt Grant in Aid Process
4. Applicants	District of Highlands	<p>2. ELIGIBLE ORGANIZATIONS</p> <p>2.1 An organization considered by Council to be contributing to the general interest and advantage of the District;</p> <p>2.2 A body organized to advance the general interest of Municipal Affairs, or celebrating an event of public interest;</p> <p>2.3 A Board of Trade or Chamber of Commerce;</p> <p>2.4 A tourist or other association that provides information about the advantages of the District such as: manufacturing business, educational, residential, or tourist centre;</p> <p>2.5 An arts or cultural centre maintained in the District;</p> <p>2.6 A society or association organizing a public exhibition, game or contest involving athletic skills or sports, where private or professional gain is absent, and which in Council's opinion would be for the District's advantage;</p> <p>2.7 Agriculture or Horticulture societies holding exhibitions in the District;</p> <p>2.8 Artist societies holding exhibitions in the District; and</p> <p>2.9 Art, culture, heritage, recreation, and education related organizations</p>	Broad list of eligible organizations.
5. Applications	City of Parksville	Incomplete applications will be returned. Returned applications which are not resubmitted by the advertised deadline in corrected form will not be considered for funding. By way of example only, applications which are not signed, do not evidence an incorporation number or do not have the proper financial statements or accounting for previous funds will be rejected.	Some examples of why applications are returned.
5. Applications	City of Penticton	City may adjust an award based on additional assistance (i.e. tax exemptions) when it allocates municipal grants	Application doesn't include the permissive tax exemption.
5. Applications	District of West Kelowna	Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The City of West Kelowna grant should not be considered as the primary source of funding for the organization.	Active fundraising condition is in many policies.
5. Applications	District of West Kelowna	There can only be one application per organization/project.	We have allowed multiple requests from one organization.
5. Applications	Town of View Royal	<p>The application must include:</p> <ol style="list-style-type: none"> 1. Resolution of the organizations Board of Directors requesting the Town for a grant-in-aid to support the specified project. If there is no Board of Directors, a statement of request must be signed by all members of the majority of the members of the non-profit or community organization. 2. Mission statement of the organization; 3. Nature and goals of the project or program; 4. Statement of projected revenue and expenditures of the project or program; 5. Clear statement of the amount requested; 6. Names of those involved in carrying out the project or program, and if applicable, a list of the Board of Directors; 7. Summary of direct and indirect benefits to the Town of View Royal; 8. Financial statements of the organization for the prior fiscal year. <p>If the organization submitting an application received a grant in the previous year, copies of the printed material (ads, press release, programs etc.), which acknowledged the financial support of the Town, must be included with the application.</p>	Good list of application requirements.

City of Merritt

Sample Grant in Aid Policies and Procedures

Updated: October 10, 2019

Sort Order	Municipality	Sample Terms & Conditions	Merritt Grant in Aid Process
6. Approval Process	City of Parksville	All grant applications will be forwarded to the Grants-In-Aid Select Committee for review. Incomplete applications will not be forwarded for consideration. The Select Committee will review each application and make recommendations to Council as to whether grants should be approved and the amount subject to funding availability. Council is not obligated to allocate all or any budgeted funds.	Common for larger communities to have a select committee that reviews applications and brings forward recommendations to council.
6. Approval Process	City of Parksville	If the applicant has received funding from the City in the past, the applicant must submit an evaluation of the use of the funds received. Failure to provide an evaluation of past funding amounts will result in the current grant request not being considered.	No report equals no future funding.
6. Approval Process	City of Penticton	Grant recipient must acknowledge funding support from the City of Penticton in all communications materials, media coverage and verbal promotion pertaining to the event/program/project being supported by the grant.	Good language to add to our Community GIA Policy. Will need to be enforced.
7. Council Meeting	Town of View Royal	New applicants may be asked to appear before Council to speak to their application.	"May be asked". Reaffirms our request that applicants attend.
8. Release Funds	Town of View Royal	Funds will be released as follows: a. Grants-in-aid provided for annual programs will be released at 100% at time of approval by Council; b. Grants-in-aid provided for special projects or events will be released at 50% at time of approval by Council and 50% after receipt of the final report; c. Conditional grants-in-aid will be paid 100% upon satisfactory proof that the conditions, as set by Council, have been met.	Timing of payments. 50% upon report for special projects and events would help ensure we receive a final report.
9. Funding Duration	District of West Kelowna	The term of a grant shall be for one year only. Applicants are advised that grants may not be continued from year to year. Renewals are not automatic nor are any increases in funds.	Doesn't exclude re-applying in future years but no guarantees.