

Report

City of Merritt
REGULAR Council Meeting
February 4, 2020

File Number: 1851

To: Scott Hildebrand, Chief Administrative Officer
From: Wayne Anderson, Financial Services Manager
Date: January 30, 2020
Subject: 2020 Grant in Aid Applications

RECOMMENDATION:

THAT the Committee of the Whole advance the funding amounts set out in the completed Grant in Aid Approval Worksheet to Council for consideration and final funding decisions.

AND THAT the Committee of the Whole recommend to Council that \$15,000 be set aside in 2020 for community sponsorships.

Background:

Council Policy 4-01 Community Grant in Aid (attached), provides for 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. This policy was updated in October 2019.

Due to the volume of paper and size of electronic files, the applications have not been circulated. Electronic copies of the grant applications along with the supporting documentation have been made available to Council for review prior to the meeting.

All applicants were informed by email of the February 4, 2020 meeting date for the grant in aid review. The email indicated that attendance is not a requirement for 2020 and the only opportunity for input would be to answer any questions directed by Council.

Financial / Risk Implications:

In the 2020 financial plan there is \$50,000 available for grant in aid requests as per the maximum amount set in the new Community Grant in Aid policy. The maximum grant per organization is \$7,500 and the maximum for a sports team or individual attending a competition is \$500. Only one application is to be submitted per organization or individual.

As per the policy, 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. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.

Council may provide the following direction for distribution of financial aid to successful applicants:

- In advance at the discretion of Council.
- 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.

Sponsorships:

At Council's direction, sponsorships have been removed from the Grant in Aid process and will be considered by Council separately at a future Council meeting. To date, the City has received two sponsorship requests totaling \$3,000, while six other organizations have made inquiries regarding potential sponsorships.

Upon the Committee's recommendation regarding a total funding level for sponsorship, staff will prepare a sponsorship policy for formal consideration by Council. Staff is recommending that \$15,000 be allocated for sponsorships (Council allocated \$11,500 as part of the 2019 Grant in Aid Process), though that amount can be amended at Council's discretion.

Others Consulted:

During the review process, request for information emails were sent out to 11 of the 26 applicants. Four of the applications were removed from the list, one opted out of the process on their own, two failed to provide enough financial information and one did not respond to the request. Information on the new Sponsorship application form was provided to contacts at these organizations.

Other City managers were consulted including Sky McKeown the Manager of Recreation and Facilities with regards to specific in-kind requests.

Attachments:

Electronic copies of the grant applications have been provided to Council for their review prior to the meeting. The grant applications will be available for viewing on the monitors and projector as required during the meeting.

In addition to the Council Policy 4-01 Community Grant in Aid, a spreadsheet with the following tabs was provided to council with pdf versions of each tab attached to this report:

1. **Approval Worksheet for Meeting** – this is the worksheet that will be displayed during the February 4th meeting with a column for an approval amount and a notes column. We are reviewing **21** applications with a total request of **\$72,492.87**.
2. **Details – for Council** – tracks all the relevant information for each application including:
 - a. NEW – Is this a new request for this organization or group?
 - b. Type of Grant – In-kind or Financial Aid
 - c. Capital Project – Is the request for a capital project?
 - d. Staff Comments – Highlights and potential concerns regarding each of the grant applications.
 - e. Prior Year Grants Approved
 - f. Permissive Tax Exemptions – This column identifies the forgone municipal tax revenue as a result of the permissive tax exemption.
3. **Details – Removed** – a list of the applications removed from the review process along with an explanation.
4. **Summary Capital** – a listing of the 5 requests related to capital projects totaling \$29,398.58.
5. **Summary – Operating** – a listing of the 16 non-capital requests totaling \$44,094.29.

Summary:

The purpose of the February 4, 2020 meeting is to determine the 2020 grant funding allocations. Staff has reviewed all the applications and provided comments on each of the requests for Council consideration.

Council may:

1. Choose to allocate all or a portion of the available funding.
2. Choose to move all or a portion of an applicant's financial aid request to another funding program (i.e. Sponsorship Program).
3. Choose to defer a decision on specific applications pending additional information.

The Committee's recommendations will be ratified at a subsequent regular Council meeting.

Respectfully submitted,

Wayne Anderson, CPA, CMA
Financial Services Manager

Attachments:

City of Merritt Policy 4-01 Community Grant in Aid
Approval Worksheet
Details – for Council
Details – Removed
Summary – Capital
Summary - Operating