



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 15<sup>th</sup> deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15<sup>th</sup> 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 1<sup>st</sup> 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.



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### **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)