

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

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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 of 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.

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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.