



# DISTRICT OF NORTH SAANICH

## COUNCIL POLICY

<b>TITLE: BUDGET – GRANTS IN AID TO ORANIZATIONS</b>	<b>NO. COU-041</b>
<p><b>1.0 Purpose of Grant in Aid</b></p> <p>To support non-profit organizations and agencies that provide programs and services that serve, benefit and/or add value to the municipality.</p> <p><b>2.0 Policy</b></p> <ol style="list-style-type: none"> <li>1) That Council allocates annually a finite sum of money through the District of North Saanich budget for Grants in Aid, up to a maximum of \$10,000 per individual application request.</li> <li>2) That applications for Grants in Aid are received no later than December 31<sup>st</sup> of each year in which the grant will be used.</li> <li>3) That applicants will attach a complete description of their organization/agency and further information including:             <ol style="list-style-type: none"> <li>a) Program/service goals and objectives</li> <li>b) Profile of users/clients/participants</li> <li>c) Budget details of how Grant in Aid funds will be allocated</li> <li>d) Intended community benefit/value and outcomes</li> <li>e) Details of other/additional sources of revenue received, including donations, fund-raising activity and/or grants from other government sources (this information is not necessary for Grant in Aid requests under \$500)</li> <li>f) Funding history related to Grant in Aid funds previously received from the District of North Saanich</li> <li>g) Copy of Financial Statements required for requests exceeding \$5,000</li> <li>h) A statement as to whether any of the funds will be used to provide grant funding to other organizations.</li> </ol> </li> <li>4) a) Mayor and Council, as part of the annual District of North Saanich budget process, will consider Grant in Aid requests by March 31<sup>st</sup> of each year.</li> </ol>	

<b>EFFECTIVE DATE:</b> 2008	<b>APPROVED BY:</b> COUNCIL  <b>PREVIOUS POLICY NO.</b> 3001.1	<b>LAST AMENDMENT:</b> 2021	<b>REF:</b>	<b>PAGE 1 of 4</b>
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b) Council may establish a committee whose mandate shall be to assess all Grant in Aid applications in accordance with criteria established by Council and make a recommendation as to the allocation of funds.

5) For approved applications, a description as to how the grant funds were spent is required to be submitted to the Director of Financial Services for information to coincide with December 31<sup>st</sup> of the grant year.

**3.0 Application for Grant-in-Aid**

- 1) Applications shall be received be email or at the North Saanich Municipal Hall by December 31<sup>st</sup>.
- 2) Organizations must apply for grants on an annual basis. A grant received in one year does not guarantee approval of a grant in the future.
- 3) Grants are limited by budget allocation.
- 4) The maximum grant the District will consider for a year is \$10,000.
- 5) Grants are generally intended for "not for profit" organizations which provide a direct benefit to the citizens of the District.
- 6) Further information may be obtained from the Financial Services Department, Telephone No. 250-656-0781.

1. NAME OF ORGANIZATION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
 PRESIDENT'S NAME \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
 SECRETARY'S NAME \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
 TREASURER'S NAME \_\_\_\_\_ TELPHONE NO: \_\_\_\_\_  
 NUMBER OF MEMBERS \_\_\_\_\_

2. OBJECTIVES/MANDATE OF ORGANIZATION \_\_\_\_\_  
 \_\_\_\_\_

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3. DATE ON INCORPORATION \_\_\_\_\_ REGISTRATION NO \_\_\_\_\_

4. GRANT REQUEST AMOUNT: \$ \_\_\_\_\_

TOTAL COST OF PROJECT/INITIATIVE: \$ \_\_\_\_\_

INTENDED USE OF FUNDS: \_\_\_\_\_

BENEFIT TO THE DISTRICT'S CITIZENS: \_\_\_\_\_

LIST OTHER GOVERNMENTS/AGENCIES/CORPORATIONS CONTACTED AND AMOUNTS REQUESTED. Attach separate sheets if necessary. (Not applicable to grant requests under \$500.)

a) \_\_\_\_\_ \$ \_\_\_\_\_

b) \_\_\_\_\_ \$ \_\_\_\_\_

c) \_\_\_\_\_ \$ \_\_\_\_\_

5. Attach last consolidated financial statements for your organization if grant request is over \$5,000 and a budget for the project/initiative that is the subject of this application.

6. Is this the first time you have applied for a grant from the District of North Saanich?

Yes \_\_\_ No \_\_\_ If "no" please provide dates and details:

\_\_\_\_\_

7. Will any of the funds be used to give grants to other organizations?

Yes \_\_\_ No \_\_\_ If "yes" to which organization:

\_\_\_\_\_

8. Additional information: (if applicable)

\_\_\_\_\_

\_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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