

DISTRICT OF NORTH SAANICH

SECTION NO.	SECTION NAME:	POLICY NO.
3000	FINANCE	3001.1

SUBJECT: BUDGET – GRANTS IN AID TO ORGANIZATIONS

1.0 Purpose of Grant in Aid

To support non-profit organizations and agencies that provide programs and services that serve, benefit and/or add value to the municipality.

2.0 Policy

- 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.
- 2) That applications for Grants in Aid are received no later than December 31st of each year in which the grant will be used.
- 3) That applicants will attach a complete description of their organization/agency and further information including:
 - a) Program/service goals and objectives
 - b) Profile of users/clients/participants
 - c) Budget details of how Grant in Aid funds will be allocated
 - d) Intended community benefit/value and outcomes
 - 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)
 - f) Funding history related to Grant in Aid funds previously received from the District of North Saanich
 - g) Copy of Financial Statements required for requests exceeding \$5,000
 - h) A statement as to whether any of the funds will be used to provide grant funding to other organizations.
- 4) a) Mayor and Council, as part of the annual District of North Saanich budget process, will consider Grant in Aid requests by February 28th of each year.

- 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 31st of the grant year.

3.0 Application for Grant-in-Aid

- 1) Applications shall be received in the North Saanich Municipal Hall by close of business on the last working day in December.
- 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 Director of Financial Services, Telephone No. 250-655-5495.

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 _____

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)

Signed _____ Date _____