



Memo

To: Mayor & Council

From: Maxine McLean

Re: Grant-In-Aid Application & Procedure

INTRODUCTION

During the Corporate Review and Strategy Session Staff was tasked with establishing an application procedure to supplement the current Policy and Application for Community Events and Grant in Aids. Having reviewed many other Communities Grant in Aid Policies and Procedures I have identified a few key items that should be considered for inclusion in our process.

DISCUSSION

The Purpose in having a Grant-in-Aid Policy is to regulate the organizational action of providing Financial Assistance to not-for-profit groups in our community. Previous Councils established that annual applications would be open to non-profit groups and would be evaluated on an individual merit basis and that the donation may be awarded in-kind or cash.

Criteria

Under the PURPOSE in our Policy we refer to treating all requests equally and using the same "criteria" for all requests for assistance. The following criteria are currently outlined in our Policy.

1. A complete Financial Assistance request application.
2. Current Financial Statements of the organization which includes a Statement of Revenue and Expenditures and a Balance Sheet. The Financial Statement must be signed by two of the Organizations directors.

Financial Statements should contain **complete** information for the organization including, funding received from such sources as government employment grants, lottery funds, proceeds from Bingos, Casino or other fund-raising events. The application should also include evidence of attempts to secure funds elsewhere.

3. A Budget for the Upcoming year for which the Financial Assistance is requested. This must be submitted in a format similar to the Financial Statements.
4. A brief history of the Organization and how the assistance will be used.

The first step in our assessment is to establish if the Group itself fits within Councils established Community principles, goals and objectives. Once a Group meets the Organizational "Eligibility Criteria" we can further establish a range of Assessment Criteria that Council could utilize in its decision making to provide a fair and transparent approach to all applications. I have selected and included a list of potential criteria within the Application that Council may want to include in their decision making process. Council may consider variations as they deem appropriate, but all criteria should be clearly outlined in the Application Procedure Guidelines.

The District of North Cowichan has further developed a Matrix for Evaluation of Criteria for their Council to utilize in their decision making (APPENDIX "A"). Once the applicant meets the basic mandatory eligibility criteria, this matrix is used to score/judge the applications. This procedure provides a very clear, transparent process, but one that may be excessive for Gold River.

Grant-In-Aid Application & Guidelines

Staff has put together a proposed Grant-In-Aid Application along with Guidelines which is attached for Council's information. In the development of the application we include and outline, deadlines, financial reporting requirements including a proposed Budget sample and outline what type of information Council would need to receive to consider the application.

Deadlines for Applications

In our current Policy we have not established a timeline for submission of applications for consideration. Many Communities do so to help Finance Staff and Council in establishing the Annual Grant-in-Aid budget. These communities have established deadlines for Annual Applications to include in the budget and do not accept applications outside of this deadline. The strict deadline seems to be more common in larger communities that have more groups and organizations competing for funding support. Some Communities with deadlines may still consider requests for financial assistance after the deadline and these late requests are considered and awarded based on available funds remaining in the budget.

Reporting Requirements

Applications received in the past at the Village Office often arrived without proper paperwork and back-up information making it difficult for Council to accurately consider applications. Often these are well intended groups proposing projects/events but they may not have a "Board" to account for the funds, incomplete plans for the project/event, lack the capacity to undertake the project/event, rely on the Village for much more in-kind support beyond the financial contribution, etc. The willingness of Council to support the project/event should not outweigh the requirement to have accountability for the funding and a planned project/event with capacity to execute successfully. It is not unreasonable for Council to receive all of these

assurances with any Grant-in-Aid Application and it is the responsibility of the groups to provide all the information prior to Council committing Village (tax payers) funds. I have compiled a guide and checklist to help the applicants through the required information.

Completed Application Form

- **The Application** should include a description of the Umbrella organization; Number of years in Operations, The Executive Members/Board Name and contact information, its purpose, how they provide services to our community and an indication of how many people in Gold River are actively involved (registered members).
- **Financial Information;** Organizational Annual Operating Budget for current year, Financial Statements, Balance Sheet and Bank Statements from previous year end.
- **If it's Operational Support;** Description of the need (who, what, why, when, where), A budget for the organization, showing all sources of revenues/funds and all anticipated expenditures. A list of key volunteers that are supporting the Organization. What is being asked of Council, be it in-kind assistance or financial aid
- **If it's Support for an Event;** who is in charge/contact, description of the event (who, what, why, when, where), A budget for the Event, showing all sources of revenues/funds and all anticipated expenditures. A list of key volunteers that are supporting and helping to make the event function (need to ensure the manpower is there to complete the task). What is being asked of Council, be it in-kind assistance or financial aid.
- **Has Council supported the Organization in the past;** Previous Grant Awards, when, how much, for what purpose?
- **A Commitment Statement** should be included to ensure the final reporting of the use of the funds is provided so that Council knows how our contribution helped to support the Event or Organization.
- **Accountability** Programs that run through an overriding organization need to identify that the application is supported by their board of directors, or overall committee, and
 - **2 Signatures of the Executive should sign the Application.** It is important that we know that the Application has the acceptance of the Board of Directors or Executive of the Organization. Two Executive or Director Signatures should be provided on the application when put forward by an individual member of the club or organization.

Event proposal from an Individual or Group - NOT representing a Not-For-Profit Group

- The Council in its decision making needs to ensure a high level of confidence that these funds will be used appropriately and that **all** of the other "Eligibility Criteria" is met, including (but not limited to) Budgets and Financial Statements that indicate **ALL** sources of revenue along with demonstrated community support, including adequate volunteers, to ensure the individual/group can be successful. If Council chooses to provide financial assistance for these types of requests, as they are not a Society or organized not-for-profit group, **all funding** should be processed through the Village, through our budgeting process with reimbursement based on supplied invoices. These types of financial assistance requests require significantly more Staff time to coordinate and process.

The level of confidence Council requires to donate/grant taxpayer funds to groups should always be a primary consideration. This is integral in the submission by groups so the public has the confidence that the project/event is worthy and Council is confident the group has capacity to manage the event and the group is being made fully accountable for the use of the funding as provided. Final reporting back to Council after the event on the use of the funds and the success (or lack of success) for the project/event is also important in considering future requests.

SUMMARY

Based on a review of other communities grant policies, criteria, budget information and requirements Staff has created a new Grant Application to replace the current Financial Assistant Request Application that is within our existing policy. These forms will provide additional specific detail for budgeting, eligible criteria and organizational background on the group's capacity to organize and undertake the proposed event/project. Attached are:

- Grant Application Guidelines
- Grant Application Form
- Sample Budget Form

If supported by Council, these guidelines, forms and established criteria will be incorporated into the Grant-In-Aid Policy.

RECOMMENDATION

Staff has provided Council with a Grant-In-Aid Application and Guidelines for Councils consideration. The application and guidelines are developed to supplement the current Grant-In-Aid Policy and provide additional direction to outline and assist groups or individuals through the application process.

Staff recommends that Council endorse the Application, Guidelines and established criteria, to support and maintain the processing of the Grant-In-Aid applications within our planned Budgeting process.

Respectfully Submitted,



Maxine McLean
Deputy Director Finance

Amended: September 21, 2016

DISTRICT OF NORTH COWICHAN

APPENDIX A

ELIGIBILITY CRITERIA	Y / N	Applicant meets mandatory eligibility criteria
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EVALUATION CRITERIA	SCORE	
PROGRAM/PROJECT QUALITY & MERIT (30 points - maximum of 5 points each)		evidence of financial need, and need for the activity, project or proposal
		alignment with municipal objectives
		complements or extends municipal services
		addresses barriers to services for people with disabilities
		amount of funding requested related to number of residents served
		clear articulation of the degree to which the activity, project, or proposal supports the mandate and objective of the organization
ORGANIZATIONAL EFFECTIVENESS & CAPACITY (30 points - maximum of 5 points each)		clear mandate and competent administration
		financial stability and accountability as demonstrated by prior financial performance
		realistic, balanced budgets and timelines
		diversified sources of revenue
		demonstrated track record of community service
		ongoing organizational capacity and proven ability to carry out the proposal
COMMUNITY ENGAGEMENT & IMPACT (40 points - maximum of 8 points each)		level of public access and participation within the municipality
		number of volunteers
		growing interest and attendance
		level of engagement and cooperation with other community groups
		demonstrated support from the community as evidenced by collaborations, partnerships and in-kind support
		TOTAL (maximum 100 points)

Village of Gold River - Grant Application Guide.

These guidelines contain important information concerning the Village of Gold River Grant Application process.

Please read these guidelines prior to completing the application.

Purpose

The Village Council may provide direct financial assistance to community groups and organizations for events and projects that will benefit the residents of Gold River, contingent upon provisions being included in the Annual Operating Budget.

Process

- Pick up the Grant-In-Aid Application Form from the Village Office, or download the Grant-In-Aid Application Form from the Village website at <http://www.villageofgoldriver.com>
- Confirm that your Group or Organization meets the eligible criteria outlined in the Policy (section#)
- Complete the Grant-In Aid Application in full (incomplete applications will be returned without being put to Council)
- All Financial Information must be attached to the application
- The Application must be signed by 2 Executive Members of your Organization
- Meet the required deadlines for the Submission of the Grant as outlined in the Policy
- If successful in receiving Grant Funds, you agree and commit to supplying Council with a Final Report on the Event within 3 months of the event or use of funds.
- Acknowledgement of the Village Funding in any publicity material

Eligible Organizations

- The Group or Organization is not commercial in nature
- The Group or Organization is incorporated either under the Societies Act of BC or under any Federal Act as a charitable organization.
- Organization is unincorporated, but is well established with demonstrated objectives that are charitable in nature and have established a set of working rules and regulations and a bank account in the organizations name.
- The Organization has demonstrated sound fiscal and administrative management
- There is a demonstrated financial need
- The group or organization has a demonstrated record of community service

Criteria for Eligibility

- Event or Activity fills a need in the community
- Event or Activity is available to all residents in the community
- Activities are consistent with the Strategy Goals set by Council
- Organization clearly defined their priorities and purpose in seeking funding
- Evidence of cooperation with other groups to prevent duplication of programs and services
- Seeks funding from a variety of sources
- Minimal or no paid employees
- Serves large number of people in the community
- Large number of Volunteers & demonstrated community support

Preference may be given to applications that:

- Are not annually requested (year-to-year) program/activities/events
- Partner with other services providers in the community
- Requests money/sponsorship to initiate a new program/activity/event

Village of Gold River - Grant Application Form

11. Grant Application Details		
Contact Person for Grant		
Title in Organization		
Phone number		
Email		
Requested Grant Amount	\$	
12. In Order to Qualify for a Grant the Following MUST be Submitted & Attached to the Application		
<input type="checkbox"/> - The completed Grant Application Form, signed by 2 members of the Executive		
<input type="checkbox"/> - Completed Event Budget (per sample) indicating all sources of funding, and signed		
<input type="checkbox"/> - Narrative summary of Proposed Event/Activity for which you are requesting funds		
<input type="checkbox"/> - Indication of how the Village funds would be used for this project/activity		
<input type="checkbox"/> - Who, and how many people will be served through this grant		
<input type="checkbox"/> - What are the expected outcomes you hope to achieve		
<input type="checkbox"/> - Organizations Information required		
<input type="checkbox"/> - Provide Organization's Current Annual Budget		
<input type="checkbox"/> - Provide Organization's previous years Financial Statements		
<input type="checkbox"/> - Provide Organization's previous year end Balance Sheet		
<input type="checkbox"/> - Provide Organization's Bank Statements that related to the Balance Sheet submitted		
13. The Grant Recipient MUST agree to supply the following Final Reports within 3 months of the event or use of funds.		
<input type="checkbox"/> - Provide an Actual to Budget report detailing how the all funds were spent, signed by Executives		
<input type="checkbox"/> - Provide a written report to Council outlining the success and lessons learned through this project.		
<input type="checkbox"/> - Provide receipts or evidence regarding the disposition of the Village funds		
14. Important to Note		
Incomplete applications will be returned, without being forwarded to Council		
No Organization is guaranteed a Grant by virtue of meeting the criteria for eligibility		
The receipt of a grant one year is not a commitment for future on-going grants		
15. THIS FORM MUST BE SIGNED BY 2 OF THE ORGANIZATIONS EXECUTIVE/DIRECTORS		
Print Name	Position/Title	Signature

**Grant Application
Sample Budget Form**

Budget Proposal			
Organization Name:			
for the Purpose of:			
	Budget	Actual	Notes:
Sources of ALL Revenue:			
(1) Grants; (List Grantors & Amounts)			
Governments			
Foundations			
Corporations/Businesses			
(2) Donations/Contributions (list)			
(3) Fundraising (list types & amounts)			
(4) Membership Registration/ Income			
(5) Program Income:			
(6) Bank/Investment Interest Earned			
(7) Other Income (Please specify)			
(8) TOTAL INCOME:	\$ -	\$ -	
(9) Expenses:			
Salaries, Wages & Benefits			
Honorariums			
Consultants (legal/professional)			
Travel			
Equipment			
Admin/Office supplies			
Program Supplies			
Advertising/printing			
Facility rentals			
Utilities (cable/phone/hydro etc.)			
Other (specify)			
(10) TOTAL EXPENSES	\$ -	\$ -	
<i>In-Kind Contributions should be outlined on the following page</i>			

**Grant Application
Sample Budget Form**

(11)	In-Kind Support			
	<i>(please detail requirements, i.e. facility use (#hours), equipment required, manpower etc.)</i>			
	What Support is required	When	# of hours	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Budget to be Approved by two Executive Board Members				
	(1) Signature of Executive			
	(2) Signature of Executive			
	Date			
	Submitted By:			
	Signature of Applicant			