

CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Grant-In-Aid Applications</i>	POLICY NO: 3.26
	RESO. NO: 00-40
	CROSS REF:
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EFFECTIVE DATE: February 7, 2000	APPROVED BY: Council
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REVISION DATE: November 6, 2000	RESO. NO: 00-390
October 6, 2014	RESO. NO: 14-242
	CROSS REF:
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PURPOSE

The City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens of the City contingent upon provisions being included in the annual operating budget.

PROCEDURE

All grant applications will be submitted in writing to the Grants-In-Aid Select Committee for review. Incomplete applications will be returned. Returned applications which are not resubmitted by the advertised deadline in corrected form will not be considered. For example, applications which are not signed, do not provide an incorporation number or evidence of non-profit status in good standing, or do not have the proper financial statements or accounting for previous funds provided by the City will not be considered.

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.

In general, information required includes:

- Completed application form,
- Brief history of the organization,
- Current Board of Directors,
- Most recent consolidated financial statements,
- Local membership content,
- Grant amount requested and a summary of the benefits directly to the citizens of Parksville.

Applicants are advised to review the "Criteria for Awarding Grants" to ensure their application complies.

CRITERIA FOR AWARDING GRANTS

Community groups and organizations in the arts, cultural, recreational or social services field may apply for direct financial assistance from the City based on the following criteria:

1. The group or organization is not commercial in nature.
2. The group or organization is a registered non-profit society in good standing. Proof of registration must be provided.
3. The group or organization must have a broad base of support within the community with a demonstrated track record of community service.
4. The group or organization must include participating volunteers from the City of Parksville.
5. The group or organization must demonstrate financial need for a specific program or project. It must demonstrate financial independence in its general operation, with multiple sources of income, and not solely reliant on the City of Parksville.
6. The group or organization must submit details of other sources of financial support as part of the application.
7. A detailed annual budget for the year the grant is requested detailing all revenues and expenditures.
8. Financial statements from the fiscal year immediately preceding the year for which the grant is requested. If funding was provided by the City in the previous year, include details of how the grant money was spent.
9. The group or organization must include a description of the benefits to the citizens of Parksville should the grant application be approved.
10. An application will not be accepted from any group or organization with outstanding debts or other obligations to the City.
11. A grant will be considered for travel expenses for current Provincial champions to compete in Provincial, National and International championships or competitions for a team or individuals.
12. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered.

13. Groups or organizations will only be considered for funding twice in a calendar for a special event or project which occurs *after* having received previous funding in the same calendar year.
14. Council will not provide assistance for the purpose of enabling the applicant to provide a grant to another organization.
15. Grant applications that do not adhere to the above criteria but have merit in terms of community value and involvement will be considered individually based on uniqueness of proposal.

APPLICATIONS

Groups or organizations wishing to apply for funding assistance are requested to obtain a copy of Grants-In-Aid Policy No. 3.26 and an application form to ensure their submission will meet all the necessary criteria.

There shall be two application submission dates of March 1st and September 1st with one-half of the annual budget allocation available for each submission date. An advertisement shall be placed in a local newspaper at least one month prior to both deadline submission dates. Submissions received after the March 1st deadline will not be considered and may be referred by the Grants-In-Aid Select Committee to the second annual submission date of September 1st for consideration. Submissions received after the September 1st deadline will not be considered or referred to the next calendar year for consideration.

PAYMENT

Applicants are advised that grants will not be continued from year to year. Renewals or funding increases are not automatically awarded.

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