

COLUMBIA SHUSWAP REGIONAL DISTRICT

APPLICATION FOR GRANT-IN-AID

1. Date: _____
2. Name of Group: _____
3. Address: _____
4. (a) Date organization established in the Regional District: _____
(b) Registered Society in Province of BC:
Reg. No. _____ Date: _____
(c) Registered Charitable Organization with Federal Government:
Reg. No. _____ Date: _____
5. Number of persons served:
Electoral Area: _____ Other (explain): _____
6. President: _____ Phone: _____
Address: _____
7. Secretary: _____ Phone: _____
Address: _____
8. Board of Directors
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
9. Executive Director or contact person: _____
Phone: _____ Email: _____
10. Society or Organization's objectives:

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11. Purpose to which grant fund will be expended:

12. Budget (attach copy): \$ _____

13. Grant Request: \$ _____ Minimum Required: \$ _____

14. Has your organization received grants in previous years from the Regional District? Please indicate year, type of grant, and amount for past three years:

YEAR	AMOUNT

15. How will community and/or participants benefit?

16. Amount of grant received from Senior Governments (Provincial/Federal), Local Governments, Crown Agencies, and other funding Agencies for the past three years.

NAME OF CONTRIBUTOR	YEAR	AMOUNT RECEIVED

17. List amount of personal funding being used, e.g. Membership fees, bottle drives, bingo, casinos, etc.

18. Details of community support for objectives:

19. Please state size of membership in your organization: _____

20. Applications must be accompanied by the following supporting information if the requested amount is \$2,000 or greater.

- (a) The organization's most recent Financial Statements.
- (b) The organization's projected Statement of Revenues and Expenditures for the upcoming calendar year or twelve month fiscal period, together with comparatives for the previous calendar year or twelve month fiscal period.

**PLEASE FORWARD TO:
MANAGER, FINANCIAL SERVICES
COLUMBIA SHUSWAP REGIONAL
DISTRICT**

**ATTACH ANY ADDITIONAL INFORMATION WHICH WOULD ASSIST
IN THE EVALUATION OF YOUR REQUEST.**

Note: This summary MUST be completed to process your request.

**ON BEHALF OF THE ORGANIZATION,
I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED
AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.**

DATED AT _____, BC THIS _____ DAY OF _____, 20__

NAME

SIGNATURE

TELEPHONE

EMAIL

ONLY NON-PROFIT ORGANIZATIONS ARE ELIGIBLE FOR GRANTS

POLICY
ELECTORAL AREA GRANTS IN AID

PURPOSE AND INTENT

The giving of grants-in-aid has been left to the discretion of the Area Director. The purpose of this policy is to establish a consistent and accountable process for dealing with grant-in-aid applications in the Columbia Shuswap Regional District.

POLICY

Requests for grants-in-aid must meet all requirements of the Local Government Act and be approved by the Board of Directors either in the form of a line item in an adopted Five Year Financial Plan or through a separate resolution.

1. Recipient Organization must:

- Have a mailing address and contact representative within the Regional District.
- Provide a service to persons residing within the Regional District.
- Be non-partisan, non-denominational and non-profit.

2. Documentation to include:

The grant-in-aid application must be fully completed and provide sufficient documentation to justify the grant-in-aid, and include:

- Statement of purpose of the organization and purpose for which the grant is being requested.
- If the organization is an association or society, a list of the current officers and directors.
- If the request is in an amount greater than \$2,000, financial statements for the most recent fiscal year end and a current budget. These documents may be requested by the Board, the Area Director or the Manager of Financial Services for any grant-in-aid application. This policy makes no provisions for audited financial statements

3. Application dates and payments

Grant-in-aid applications must be supported by the Electoral Area Director in order to go before the board. Supported applications will be considered by the Board for approval each month at the regular Board Meeting, however, payment for any approved grants may not be made until after August 1st of the fiscal year in which the grant was approved.

No grants-in-aid applications will go before the Board for approval in the three (3) regular Board Meetings prior to a local government election. In the event of a by-election, only those grant-in-aid applications applicable to the Electoral Area will be suspended until after the by-election.

4. Post-application documentation and certification

Grant-in-aid funds are not to be utilized for any purpose other than that which is identified in the grant-in-aid application. Approved grant-in-aid applications in excess of \$2,000 must provide the following documentation within 90 days of the payment of the grant-in-aid by the CSRD to the recipient organization, or upon completion of the project, whichever is earlier:

- Copies of the paid invoice(s) where applicable
- Photographs of project where applicable
- Letter of certification, signed by the authorized signatory for the recipient organization that the grant-in-aid was utilized for the purpose for which the funds were sought.

If the project is not complete within 90 days of receipt of the grant-in-aid, an extension letter must be provided to the CSRD indicating why the project has been delayed and the new timeline for the project.

Unspent grant-in-aid funds must be returned to the CSRD. Failure to comply with the documentation and certification requirements will render the recipient organization ineligible to receive further grant-in-aid funds.

May 1991

July 1999

August 21, 2014