

## **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 1<sup>st</sup> 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 the earlier of: 1 year of the payment of the grant-in-aid by the CSRD to the recipient organization, upon completion of the project or upon a subsequent grant application:

- 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 one year 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

June 16, 2016