



**REGIONAL DISTRICT
of Fraser-Fort George**

CORPORATE POLICY

No.: A-5

Date Approved: December 15, 2011

Name: Regional Grants-in-Aid to Organizations

Purpose:	To provide grants for cultural, charitable, sporting, recreational or service activities benefiting the entire Regional District
Authority:	Local Government Act, Section 176 Regional Grants-in-Aid Establishment Bylaw No. 2120, 2003.
Scope:	This policy shall apply to organizations who are seeking financial assistance from the Regional District for special events or initiatives.

Definitions:	“application form”	means	application form attached as Appendix “A” and forming part of this policy
	“member municipalities”	means	the City of Prince George, District of Mackenzie, Village of McBride and Village of Valemount
	“organization”	means	a registered non-profit organization
	“Regional District”	means	Regional District of Fraser-Fort George
	“Strategic Priorities”	means	document that outlines the vision and priorities of the Regional District in a three-year cycle.
	“website”	means	the registered website domain of the Regional District of Fraser-Fort George

Policy: This policy shall apply to all grant requests from organizations serving the Regional District as a whole. Grants to organization which benefit only a portion of the Regional District are considered under Policy C-2, Community Grants-in-Aid.

Applications for grants to organizations for activities benefiting member municipalities only, conducted within municipal boundaries, fall within the jurisdiction of the appropriate municipality and are not considered for grants-in-aid from the Regional District.

Expiry Date:

Review Date:

General:

- The maximum grant amount is set at \$2000 per grant. Requests that exceed that cap, but meet all other requirements may, at the Board's discretion be eligible for higher grants, subject to funding availability.
- Applicant must be an organization as defined by this policy. Preference is given to those events or initiatives that have not received other assistance from member municipalities.
- To be considered for a grant under this policy, applicants must demonstrate:
 - Geographic relevance (activity/event takes place within Regional District boundaries)
 - Benefits of event are significant in at least 2 Electoral Areas and/or member municipalities within the Regional District. Benefits may include volunteer, participant or attendee involvement, accessible activities for community residents, economic development or tourism promotion.
 - Activity or event fills a need in the community
 - Support from other sources other than local, provincial or federal governments
 - Financial need
 - Alignment with at least one of the Regional District's current Strategic Priorities
- Grant funding is not permitted to be applied against the following expenses:
 - Annual operating expenses
 - Remuneration including wages and consulting fees
 - Capital improvements to rented or leased premises
 - Private enterprise
 - Operating or capital deficits
 - Tax payments
- All successful grant recipients must acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative.
- Grant applications will only be considered with a completed application form. Application forms are available on the Regional District website or by contacting the Regional District.
- There are two intakes for grant requests per year. Completed application forms must be submitted to the Manager of External Relations by March 1 or September 1.
- The Manager of External Relations will review all applications to determine eligibility based on the criteria outlined in this policy. Eligible applications will be presented to the Board for their review and consideration each April and October.
- The Manager of External Relations may amend the application form as required.

Expiry Date:

Review Date:

GRANT APPLICATION FORM

NAME OF ORGANIZATION		AMOUNT REQUESTED
MAILING ADDRESS		
POSTAL CODE	CONTACT PERSON	
EMAIL ADDRESS	TELEPHONE NUMBER	

INFORMATION REGARDING THE APPLICANT ORGANIZATION:

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT SOCIETY IN BC?	YES ____	NO ____
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[illegible][illegible]

PROVIDE INFORMATION ABOUT YOUR REVENUE SOURCES

COPY OF YOUR ORGANIZATION'S REGISTRATION OR INCOPORATION ATTACHED	YES	NO
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COPY OF EVENT OR INITIATIVE BUDGET ATTACHED	YES	NO
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COPY OF ORGANIZATION'S LATEST FINANCIAL STATEMENT ATTACHED	YES	NO
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DETAILS OF YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS AND VOLUNTEERS) ATTACHED	YES	NO
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MOST RECENT ANNUAL REPORT ATTACHED	YES	NO
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HOW WILL FUNDING BE UTILIZED?

PROVIDE DETAILS REGARDING HOW THE GRANT WILL BE USED BY YOUR ORGANIZATION

BUDGET INFORMATION – ON A SEPARATE ATTACHMENT, PLEASE PROVIDE THE FOLLOWING INFORMATION PERTAINING TO YOUR REQUEST:

- A DETAILED PROJECT BUDGET, INCLUDING COSTS, REVENUES AND FEES CHARGED. WHERE POSSIBLE PLEASE PROVIDE COPIES OF COST ESTIMATES OBTAINED FOR THE ITEM OR ACTIVITY
- DETAILS REGARDING OTHER SOURCES OF FUNDING INCLUDING FINANCIAL CONTRIBUTIONS
- A LIST OF ALL GRANTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS FOR THIS PROJECT.

SIGNATURE	DATE
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Please ensure that you have answered all sections on this form, and have provided all requested information with your application.

SUBMIT TO:

Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Email district@rdffg.bc.ca
Attention: Manager of External Relations

Application deadlines are March 1 and September 1.