

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**F-17 – Application for Grant-in-Aid**

**Purpose:** To enable the Board to allocate budgeted Grants-in-Aid funds in a consistent and fair manner, giving comparable consideration to all applications, it is considered appropriate to have policy guidelines.

**Eligibility:** Organizations must meet the following criteria in order to be considered for a Grant-in-Aid.

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit;
3. Provide a service to the residents within the regional district; and
4. Must demonstrate that the service provided fills a need in the community.

The Regional District will not provide a Grant-in-Aid to subsidize activities that are the responsibility of senior levels of government.

**Application Process:**

In the month of December each year, staff will advertise the process for organizations to submit a Grant-in-Aid application to the Regional District for consideration in the following year.

Organizations must submit the following documentation as part of their application process:

1. Grant-in-Aid Application Form (Appendix A);
2. Annual Report for the organization;
3. Current years budget and latest financial statement for the organization, noting any other sources of funding; and;
4. Brief report outlining what the Grant-in-Aid will be used for.

Grant-in-Aid applications must be submitted no later than February 1 for consideration in the current year’s budget.

Late applications will not be accepted and will be returned to the Applicant.

**Approval Process:**

Prior to the February Regular Meeting of the Board, all applications will be reviewed for eligibility and to ensure the correct documentation has been submitted.

A report of all eligible applications will be presented to the Board at the February meeting for their consideration and final decision.

**Board Meeting**  
 DEC 11 2014  
 E(a)  
 CCRD ITEM

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**F-17 – Application for Grant-in-Aid cont....**

**Release of Funds:**

In March of each year, the Applicants will be advised in writing as to whether or not they have been awarded a Grant-in-Aid.

Organizations awarded Grant-in-Aid will receive their funding in August of each year.

If the organization requires their Grant-in-Aid funding before August, they must submit a request in writing for early release of their Grant-in-Aid.

Organizations awarded a Grant-in-Aid must submit a final report no later than December 31<sup>st</sup> of the current year. The report must include how the funds were expended. If a report is not received on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further funding for a 3 year period from the year the grant was received.

**Conditions of Funding:**

Funds must be used for the purpose for which they were requested.

In the event that the project is not completed, the CCRD reserves the right to request the return of the grant funds.

**Date:** Proposed - December 11, 2014

**TO REPEAL POLICY F-7 Application for Grant-in-Aid.**

**The new policy is more comprehensive and there is now a reporting requirement component**

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**F-17- Application for Grant-In-Aid – APPENDIX ‘A’**

APPLICATION FOR GRANT-IN-AID FUNDS  
Year – \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Are you a: (Yes/No) Society \_\_\_\_\_ Charity \_\_\_\_\_ Corporation/Company \_\_\_\_\_ Other \_\_\_\_\_

Registration Date: \_\_\_\_\_

GOALS/OBJECTIVES OF GROUP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF GRANT REQUESTED: \_\_\_\_\_

PROPOSED USE OF GRANT FUNDS: (Include how this grant will serve the general public of the community – use separate sheet of paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU CHARGE FOR PUBLIC USE OF YOUR FACILITIES OR SERVICES? Yes/No \_\_\_\_\_  
(If yes, please provide details of user fee schedule) \_\_\_\_\_  
\_\_\_\_\_

What other efforts have been made to obtain funding? (include a list of grants received or pending)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a budget and current year Financial Statements:**

\_\_\_\_\_  
Date Signature (Please print name) Position

Mail to:  
Central Coast Regional District  
Box 186, Bella Coola, BC V0T 1C0

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**F-17- Application for Grant-In-Aid – APPENDIX ‘B’**

**REPORT ON GRANT-IN-AID FUNDING  
Due on or before December 31st**

Name of Organization	
Mailing Address	
Name of Contact Person	
Email Address	
Description of Project Completed	
Total Amount Received from the CCRD	
Please attach a budget sheet outlining all the costs related to this project	
<input type="checkbox"/> Attached	
Please provide a description of how the funds were used	

Mail to: Central Coast Regional District  
Box 186, Bella Coola, BC V0T 1C0

Or:  
Email to: info@ccrd-bc.ca