

**CIVIC GRANTS POLICY**

<p>Effective Date: October 22, 2019</p>	<p>Authorized By: Council Resolution – Regular Meeting</p>	<p>Replaces: November 12, 2013 January 22, 2013 June 14, 2011 February 8, 2011 October 23, 2007 December 14, 2004 November 12, 2003, &amp; Grants-in-aid Policy #FIN-110 April 17, 2018</p>
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**Statement of Intent:**

It is Council’s intent to support and encourage local non-profit organizations which contribute to the quality of life in Peachland, and which would cease to function without assistance from the District.

The purpose of the District of Peachland’s civic grant program is to assist citizens in organizing themselves around community service and projects. District support can be in the way of:

- Financial Support
- Gratis (free) facility use
- Other support deemed appropriate by Council

In the majority of cases, it is anticipated that District support will only be granted for a limited time period, subject to annual review.

Programs and services will be evaluated on the basis of need, appropriateness, and demonstrated effectiveness. All grants are for a period of one year and shall not exceed a financial commitment of \$1,000.00 in any one year.

**Applications:**

An application for a civic grant may be submitted by any organization which:

1. Has been in operation no less than 6 months in the District of Peachland;
2. Is based in this community;
3. Has membership within the District of Peachland or surrounding areas;
4. Has the majority of its members as voting members;
5. Is in good standing with its licensing authority; and
6. Has made, at a minimum, an application to the Central Okanagan Foundation, and has received written response from the COF or any other granting organization.

Applications must be submitted to the Municipal Clerk by the 15<sup>th</sup> of November. **Sports teams and individuals qualified for Provincial competition(s), pursuant to Article 7 of the Policy, will be eligible for assistance past this deadline.**

A staff report will address each application as to whether it complies with the application requirements. The applications and staff report will be brought to budget deliberations at a Committee of the Whole meeting, or to a Regular Council Meeting, no later than December 15<sup>th</sup>. Qualified applications will be brought to Open Council for decision of grant approval for incorporation in the Financial Plan Bylaw.

A civic grant will be granted after an affirmative vote of Council.

Payments of civic grants will be made after July 15<sup>th</sup>.

All applications must be submitted on the form prescribed by the District of Peachland.

Applicants may be required to appear before Council to answer questions with respect to program services, finances or other issues.

**Conditions of Issuance of Civic Grants:**

All civic grants will be governed by the following guidelines:

1. Grant applications shall not be granted in the year requested and shall be held over for budget deliberation in the following year.
2. The maximum civic grant shall not exceed \$1,000.00 in a year.
3. No consideration shall be given to requests submitted by non-District of Peachland community organizations unless its membership includes District of Peachland residents.
4. An accounting of the disposition of the civic grant must be provided within three months of the end of the fiscal year in which the grant is received.
5. Should no accounting of funds be received, no further civic grants will be granted or paid to the grantee.
6. Organizations with a fee for service and/or lease agreement will be subject to the terms and conditions of their agreements.
7. The following organizations must follow the civic grant application process, but are not subject to the dollar amount limit:
  - Peachland Ambassadorial Committee
  - Peachland Historical Society
  - Peachland Community Police
  - Peachland Citizens' Patrol
  - Peachland Wellness Centre
  - Peachland Fall Fair
  - Peachland Community Arts Council
  - Peachland and District Retirement Society
8. The following event is considered to be a Civic Event and does not require continual application. Annual budget deliberations for the Community Services Department will reflect changes to the operational needs of this event:
  - a. World of Wheels

9. Emergent gratis facility use or equipment use applications may be submitted throughout the year to the Community Services department and will be considered on a case by case basis. The Director of Community Services will have the authority to approve gratis facility use requests to a maximum of \$300 per event provided that the following conditions are met:
  - a. The rental is to accommodate a FREE community event
  - b. Application is made by a Peachland non-profit group
  - c. The event is targeted to meet a greater community need and not the need of a single individual or group
  - d. The event is not driven by a political or socially motivated issue
  - e. The event must be free of alcohol
  - f. Any proceeds from the event must be directed to a Peachland project or Peachland non-profit group

Should these conditions be met, the Director of Community Services may approve the request and report back annually to Council detailing:

- The event and host organization
- Synopsis of the event including community benefit
- Value of the free use

Requests outside of this scope will be forwarded to Council for consideration.

10. **Sports Teams and Individuals:** Peachland youth teams and individuals 18 years and younger will be eligible to receive funding assistance once they have qualified for Provincial competition. Applications for funding will be reviewed by the Director of Community Services and recommendations will be forwarded to Council. Each year a maximum of \$4,000.00 will be allocated to this fund. Applications will be accepted throughout the year until the funds are depleted.
11. **Community Events:** The District will refer startup/new community events to the Tourism Promotions Committee. The committee will assess the merits of the event and may recommend funding for up to two years (subject to financial approval by Council). After two years, applicants will need to apply through the Civic Grants process. Events are encouraged to become self-sustaining and where possible, pay the District back for the start-up fees.

**CIVIC GRANT APPLICATION**

**PLEASE NOTE:** An application to the Central Okanagan Foundation/Peachland Community Fund must be made before making application to the District of Peachland.

Please use additional pages if more space is required.

1. NAME OF ORGANIZATION: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

\_\_\_\_\_

3. CONTACT PERSON: \_\_\_\_\_

4. PHONE NUMBER: \_\_\_\_\_

5. WHAT SERVICE DOES YOUR GROUP EXTEND INTO THE COMMUNITY BEYOND THE INTERESTS OF ITS OWN MEMBERS? (Check applicable)

- A) Educational \_\_\_\_\_
- B) Environmental \_\_\_\_\_
- C) Health \_\_\_\_\_
- D) Youth \_\_\_\_\_
- E) Civic Promotion \_\_\_\_\_
- F) Cultural \_\_\_\_\_

6. DESCRIBE HOW YOUR ACTIVITIES WOULD BENEFIT THE COMMUNITY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. REGISTERED SOCIETY? YES \_\_\_\_\_ When registered \_\_\_\_\_ NO \_\_\_\_\_  
# \_\_\_\_\_

8. CHARITABLE REGISTRATION NUMBER? # \_\_\_\_\_

9. DOCUMENTS TO ACCOMPANY APPLICATION:

- 1. List of Officers/Executive
- 2. Financial Statement (Final) – prior year
- 3. Financial Report – current year to date
- 4. Budget for next year
- 5. Society Act Registration (copy)

10 a) AMOUNT OF GRANT REQUESTED: \_\_\_\_\_(maximum \$1,000.00)

b) AMOUNT OF GRATIS FACILITY FEES REQUESTED: \_\_\_\_\_

11. PURPOSE FOR WHICH CIVIC GRANT WILL BE USED AND BREAKDOWN OF ESTIMATED EXPENSES:

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12. WHAT EFFORTS HAVE BEEN MADE TO RAISE FUNDS FOR THIS PROJECT?

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13. HOW MUCH WAS RAISED? \_\_\_\_\_

14. WHAT IS YOUR PLAN TO BECOME FINANCIALLY SELF-SUPPORTING?

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15. HAVE YOU APPLIED TO THE CENTRAL OKANAGAN FOUNDATION OR ANY OTHER SOURCES FOR FUNDING? (Please list sources)

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16. HAVE ANY RESPONDED TO YOUR REQUEST(S) WITH A GRANT?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF 'YES', WHICH ONES? \_\_\_\_\_

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17. HOW MUCH FUNDING DID YOU RECEIVE? \_\_\_\_\_

HAVE ANY RESPONDED WITH REJECTION TO YOUR REQUEST(S)?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF 'YES' PLEASE PROVIDE COPIES OF REJECTION LETTERS.

18. PLEASE PROVIDE ANY OTHER INFORMATION WHICH MAY BE PERTINENT TO THIS APPLICATION.

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Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

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Date