



REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, 06 AUGUST 2008

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**SUBJECT** Grant-in-Aid Approval Process

**PURPOSE/ISSUE**

The purpose of this report is to recommend to the Board an amended process for the approval of a Grant-in-Aid in the electoral areas.

**BACKGROUND**

The Capital Regional District was granted the power to make a Grant-in-aid by way of Supplementary Letters Patent (SLPs) dated 24<sup>th</sup> March, 1977. The SLPs, in part, read as follows:

- "1. The Regional District may make Grants-in-aid for one or more member electoral areas to any organization deemed by the Board of the Regional District to be contributing to the general interests and advantage of the electoral area or areas.....*
- 2. Before exercising the powers in Section 1, the Regional Board shall obtain the written approval of the Director of each electoral area to the proposed grant-in-aid for such electoral area."*

**Past Practice**

The process for the application of a grant-in-aid in an electoral area is clearly defined in the attached Application Completion Guide. Applicants must submit their request on a form outlining the reason for the application. The application is reviewed by Financial Services for adherence to local government restrictions for grants. Subsequently the application is approved by the electoral area Director and then forwarded to the Board for final approval.

**Proposed Practice**

The proposed changes to the process have been highlighted on Page 3 of the Application Completion Guide. The purpose of the change is to provide the Electoral Area Services Committee with an opportunity to recommend to the Board the Grants-in-Aid it wishes to have submitted for approval.

**ALTERNATIVES**

1. That the electoral area Grant-in-Aid approval process be amended such that grant-in-aid requests shall be reviewed by the Electoral Area Services Committee and then recommended to the Board for approval.
2. That the committee recommends additional changes to the Grant-in-aid approval process.

**FINANCIAL IMPLICATIONS**

The taxation limit for Grants-in-aid is set out in the SLPs as \$.05 per \$1000 of the net taxable value of lands and improvements in the electoral areas. Each electoral area submits a budget for the year within this maximum requisition limit.

**SUMMARY/CONCLUSIONS**

The Grant-in-Aid application and approval process is well documented with applicants submitting their requests for review by Financial Services and to the electoral area Director for approval. The request is then forwarded to the Board for its approval. A change in the process is recommended whereby the Electoral Area Services Committee would recommend the Grant-in-Aid to the Board for approval.

**RECOMMENDATION(S)**

That the electoral area Grant-in-Aid approval process be amended such that grant-in-aid requests shall be reviewed by the Electoral Area Services Committee and then recommended to the Board for approval.



Rita M. Estock, Dip Bus Admin, FCGA  
Senior Manager, Financial Services Division



Diana E. Lokken, Dip Bus Admin, CMA  
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Kelly Daniels  
CAO Concurrence

Attachments: (1)



# **Capital Regional District**

## **Grant-In-Aid**

### **Application Completion Guide**

March 2005

**Capital Regional District  
Grant-In-Aid  
Application Completion Guide**

**Submit Applications to:**

\_\_\_\_\_ Regional Director for  
\_\_\_\_\_ Electoral Area

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

If you have any questions or require assistance, please contact your CRD Director as indicated above.

**Applications should be submitted on the form provided.**

**Note to Applicants:**

- Grants-in-Aid are intended for non-profit agencies or societies for projects of benefit to the Electoral Area.
- Grants-in-Aid are intended for special one-time projects, not ongoing operational funding, although applications for recurring projects can be made.
- **Organizations already being funded directly on an ongoing basis by taxation, or industrial, commercial or business undertaking or private individuals *ARE NOT* eligible for assistance under this program.**
- Please familiarize yourself with the attached Board policies and Application Completion Instructions.
- Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.
- If you have any questions or require assistance, please contact your CRD Director.

## GRANTS-IN-AID

### Application Process

- 1) The Capital Regional District (CRD) has authority under *Supplementary Letters Patent* (SLP's) which provide that Grants-in-Aid may be paid to an organization deemed by the (and Electoral Area Director and the Board to be contributing to the general interests and advantage of the area.
- 2) Applications for Assistance in accordance with the *SLP's* must be received by the CRD's Electoral Area Directors.
- 3) Applications should be submitted on the form provided by the CRD with all supporting documentation attached. Applicants must: clearly indicate the amount and type of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
- 4) Applications must be submitted on the required form.

**Approval Process**

1) The Electoral Area Director and Board may wish to provide assistance under the provisions of the *SLP's* to those applicants who provide a demonstrated benefit to the community and have a demonstrated need for assistance. To that end, it has adopted the following guiding principles:

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- a) The Electoral Area Director and Board do not intend to utilize Grants-in-Aids to provide ongoing financing, but rather to assist with special projects. Special projects may reoccur but must be applied for each year.
- b) The Electoral Area Director and Board do not intend Grands-in-Aid to replace the financial responsibilities of senior levels of government, other government agencies and affiliates.
- c) The Electoral Area Director and Board have both statutory and budgetary limitations on Grants-in-Aids and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the residents within the community.
- d) The Electoral Area Director and Board have an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

2) THEREFORE the Electoral Area Director and Board adopt the following procedure for the consideration of applications for assistance:

a) The Electoral Area Director will review, evaluate and prioritize all applications and will forward them to CRD Financial Services for technical review, the Electoral Area Services Committee for a recommendation, and then the Board. The Board will take the Electoral Area Services Committee's recommendations into consideration and will make the final decisions with respect to the approval of the applications.

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b) The Electoral Area Services Committee will review applications. Reasonable efforts shall be made to ensure that unnecessary duplication with the grant for assistance program of any of the member municipalities or CRD entities is avoided.

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c) The following factors shall be used in evaluating and prioritizing the Applications for Assistance under the *SLP's*:

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- i) Purpose for which the funding is required.
- ii) Whether or not all other funding opportunities, ie., fund raising, grants from senior levels of government, etc. have been exhausted.
- iii) Degree of benefit that the community will derive from this project.

- iv) Amount of grant requested in relation to scale of project.
  - v) Whether or not the applicant has previously received assistance from the CRD
  - vi) Whether or not there is an opportunity for individuals to make direct contributions.
- 3) Applications for Assistance under the *SLP*'s will NOT normally be approved for:
- a) Purposes for which the Board identifies as potentially exposing the CRD to risk of unacceptable liability.
  - b) Groups/projects/services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations.
  - c) Purposes disallowed by the *Local Government Act* or *SLP*'s.
  - d) Purposes which, in the Board's opinion, would be more appropriately addressed by establishing a regional district service.

# Capital Regional District Grant-In-Aid Application Completion Guide

## Application Completion Instructions:

### General

- ✓ If there is any relevant information about your organization or funding proposal that is not covered in the application form, you may attach supporting documentation.
- ✓ Do not submit originals of your supporting documentation, or any materials that you wish returned to you.
- ✓ Please complete the application form as thoroughly as possible.

### Front Cover

The "*Application Submitted By*" box requests information about the applicant. We need to know who you are and how to contact you. The '*applicant*' is the non-profit agency or society that is applying for the assistance. The '*contact(s)*' is the individual(s) within your organization who are familiar with the application and whom we may contact should we require further information or clarification.

The "*Application Summary*" box requests the name of the project or purpose for which you are applying for assistance. You will be required to provide more information regarding your proposal on page 3 of the application, so don't go into detail here. You need to check the type of project for which you are applying, and the amount of the grant requested.

The application form must be signed by a duly authorized individual on behalf of the organization. In signing the application, the authorized signatory is personally certifying that to the best of his/her knowledge, the information being submitted is true and correct and the application for assistance is not being made on behalf of an individual, industrial, commercial, or business undertaking or an organization already receiving ongoing tax support.



## Applicant Profile

We also need to know what services and/or benefits you provide to the community. The "*Applicant Profile*" asks a series of questions about the applicant's community service, including the size of the community served, and your organizational structure.

## Project / Proposal Profile

We also need a description of proposal / project for which you are seeking assistance.

Please check (Y) the appropriate category in question #1. If your funding request falls under the "other purpose" category, please indicate the "other purpose" on the line provided. You should provide sufficient detail in response to questions #2 and #3 to enable the CRD Director and Board to evaluate the merits of your proposal and the resulting benefits to the community.

## Funding and Financial Information

Pages 4 and 5 of the application request information about the funding for the proposal as well as financial information about the applicant.

Question #1 **requires** that you attach supporting financial information in order to identify all other funding sources and to justify the need for financial assistance. This supporting documentation should be as concise and clear as possible. Make sure that your financial report clearly itemizes all of the information requested.

Question #2 requests specific information about grants / funding that you have applied for **from other sources** with respect to this proposal.

Question #3 requests information about assistance that you may have received **from the CRD** in the past. If you have received assistance on more than four occasions, just list the four most recent ones. If the assistance that you previously received from the Capital Regional District was an exemption from fees / charges or some type of consideration other than monetary, please indicate "N/A" in the "\$ amount" column - do not attempt to estimate a value.

Please check the appropriate responses (Yes/No) to parts (a), (b), (c), and (d) of question #4.