



Regional Board Policy

BP7.22 - 2013

REGIONAL GRANT IN AID POLICY]

Category: FIN	Authority: Regional Board	Date Adopted: 2013-10-13	Date of last Amendment:
Office of Primary Responsibility: Financial Services			
Related Policy:			

PURPOSE

The purpose of this policy is to provide guidelines for the allocation of Grant-in-Aid funds to local organizations that provide cultural, charitable, recreational, or service activities that strengthen and enhance the well-being of the community, promote volunteerism, or support the goals and priorities of the Regional District of Central Okanagan (RDCO).

DEFINITIONS

Eligible Organization: A Central Okanagan based non-profit or community organization that meets the eligibility criteria outlined in this policy.

Financial Need: The requirement for financial support to carry out a project or program, demonstrated through the organization's financial statements and budget.

Grant-in-Aid: Financial assistance provided by the RDCO to eligible organizations for specific projects or programs that benefit the community.

Project or Program: A specific initiative or activity undertaken by an eligible organization that aligns with the goals and priorities of the RDCO.

POLICY STATEMENT(S):

Eligibility Criteria - to be eligible for The Regional Board may provide Regional Grants in Aid funding, applicants must meet the following criteria:~~to organizations on the following basis:~~

1. The organization must provide a service to residents of the Regional District of Central Okanagan.
2. The project or program must strengthen and enhance the well-being of the community, promote volunteerism, or support the goals and priorities of the RDCO.
3. An application must be submitted by the deadline established for consideration during the RDCO's annual financial planning process~~second working Friday of January in the year~~
4. The organization must demonstrate sound financial and administrative management.
5. The organization must demonstrate financial need.

~~2.1 Late applications will NOT be received or considered.~~

~~2.1. The organization's financial statements and a program budget must be submitted with the application.~~

1. Applications for Grant-in-Aid funding must be submitted by:

- o Regional funding - September 30th each year for funding requested for the subsequent year.
- o Electoral area funding - February 28th each year for funding requested for the current year.

2. Applications must include:

- o The organization's financial statements and a program budget must be submitted with the
- o A detailed description of the project or program.
- o A budget outlining the total cost of the project or program, the other sources of funding and the amount of funding requested from the Regional District.
- o A statement of the impact on the organization if the funding is not received.

3. Late applications will not be received or considered.

4. The amount of the grant must be approved by the Regional Board and included in the annual budget.

Evaluation and Approval:

1. Applications that meet the eligibility criteria will be reviewed by the RDCO Board for final approval.
2. The Board will evaluate applications based on the eligibility criteria and the alignment of the project or program with the goals and priorities of the RDCO.

Funding Conditions:

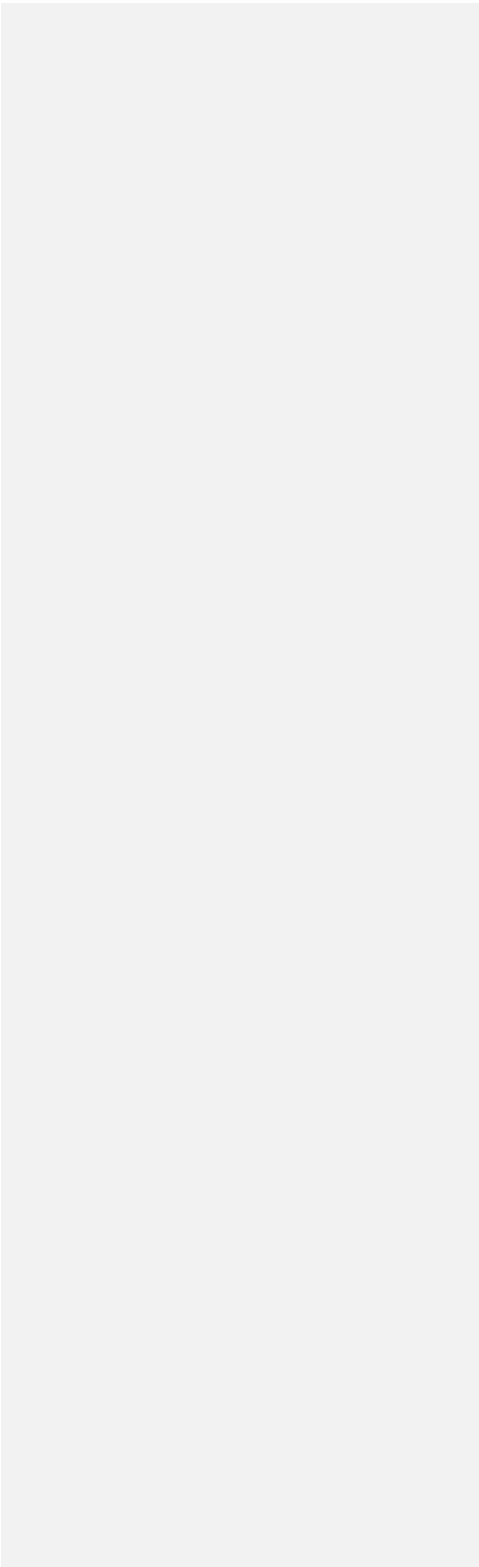
1. Grant-in-Aid funds must be used for the purposes outlined in the application.
2. Following grant-in-aid approval of the RDCO Board parties will enter into a grant agreement which will include sections such as and not limited to grant purpose, amount, effective dates, reporting requirements term and termination clauses.
3. Final grant approval is not provided until the Regional Board adopts the ~~5-year~~ Five-Year Financial Plan applicable year.
4. The grant must be spent by December 31st of the calendar year for which it was approved.
5. Any funds approved and not spent by December 31st are to be returned to the Regional District.
6. An accounting of the grant funds spent and a final report on the program detailing how the funds were used is required to be submitted to the Regional District by December 31st.

~~The Regional District of Central Okanagan is comprised of the following municipalities and electoral areas: the City of Kelowna;~~

*** END OF POLICY ***

REVISION HISTORY

Version	Date	Revision description/ Summary of Changes	Responsible Department	Approved by
V1.0				Regional Board



Application for a Regional Grant in Aid - 2014

A completed application must be submitted **no later than 4 p.m. on Friday, January 10, 2014** to the Attention of M. Drouih, Manager – Corporate Services, Regional District Offices, 1450 KLO Road, Kelowna, BC V1W 3Z4

Sixteen (16) copies of the application form, the organization's financial statements and the program budget must be submitted.

Applicant

Name of Organization _____ Mailing Address _____
Contact Person & Title _____ Telephone _____ Fax _____ Email _____

Organization Executive

President _____ Telephone _____
Secretary or Treasurer _____ Telephone _____
Staff _____ Full Time _____ Part Time _____

Volunteers _____ Number _____ Annual Volunteer Hours _____

Is this a Registered Society or Charity Yes ☐ No ☐

Year Organization Founded _____

Date of Registration _____

~~Amount of Regional Grant in Aid being requested \$ _____~~

~~Name of Program/Initiative for which funds being requested~~

~~What other organization(s) in the region offer similar services/ programs to your organization?~~

~~7a) Have you approached the organization(s) to collaborate on the service you provide in the community? Yes ☐ No ☐~~

~~If yes, what has been the outcome? _____~~

~~If no, why not? _____~~

~~Is this a one-year Program/Initiative? ☐ Yes~~

~~If no, indicate where future funding will come from to continue this program.~~

TEMPLATE