



# Regional Board Policy

BP 22-2025

## GRANT-IN-AID

<b>Category:</b> Finance	<b>Authority:</b> Regional Board	<b>Date Adopted:</b> May 15, 2025	<b>Date of last Amendment:</b> October 2013
<b>Office of Primary Responsibility:</b> Financial Services			
<b>Related Policy:</b> <i>Amends 7.22 Regional Grant in Aid Policy 2013 and renames the Policy to BP 22-2025 Grant-in-Aid</i>			

### **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 Grant-in-Aid funding, applicants must meet the following criteria:

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, and 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
4. An organization cannot receive a grant for a program if it is receiving funds from an RDCO member municipality or electoral area for that program.
5. The organization must demonstrate sound financial and administrative management.
6. The organization must demonstrate financial need.

**Application Process:**

1. Applications for Grant-in-Aid funding must be submitted by:
  - Regional funding - September 30<sup>th</sup> each year for funding requested for the subsequent year.
  - Electoral area funding - February 28<sup>th</sup> each year for funding requested for the current year.
2. Applications must include:
  - The organization's financial statements and a program budget
  - A detailed description of the project or program.
  - 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.
  - A statement of the impact on the organization if the funding is not received.
3. Late applications will not be received nor 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 Five-Year Financial Plan for the applicable year.
4. The grant must be spent by December 31<sup>st</sup> of the calendar year for which it was approved.
5. Any funds approved and not spent by December 31<sup>st</sup> 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 31.

**\*\*\* END OF POLICY \*\*\***

REVISION HISTORY				
Version	Date	Revision description/ Summary of Changes	Responsible Department	Approved by
V1.0	October 2013	Amends 7.22	Finance	Regional Board