

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-7
Section:	Grants	Issued:	October 20, 2011 Emergency Executive Committee
Subject:	Search & Rescue Grants	Effective:	July 13, 2017
Board Resolution # and Date:	RD/17/07/34	Page:	1 of 3
		Replaces:	October 20, 2011 EEC Policy
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	February 19, 2008
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

- 1.1. Search and rescue (SAR) organizations operating within the boundaries of the Peace River Regional District are permitted to apply to the Regional District for grant funding to assist with operations and minor capital requirements.
- 1.2. On an annual basis the Regional Board shall determine the annual budget amount for SAR funding to be included in the Peace River Regional District Annual Financial Plan under the Grants to Community Organizations function.
- 1.3. The Regional Board hereby delegates to the Emergency Executive Committee (EEC) the authority to review all SAR grant applications and determine which groups should receive funding in that year and invite those applicants to the allocation meeting in accordance with this policy.
- 1.4. All applications will be adjudicated based on need and available funds in the fiscal year.
- 1.5. The EEC reserves the right to accept, reject or amend any application at its sole discretion.
- 1.6. That following the review of applications, that an allocation meeting be held in July of each year with the eligible SAR organizations and the EEC, to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- 1.7. SAR organizations must send at least one representative to the allocation meeting in order to be eligible to receive funding.

Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	2 of 3
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- 1.8. If total applications exceed the annual budget, then the annual budget will be distributed based on consensus of the eligible SAR organizations and the EEC representative.
- 1.9. As a result of the allocation meeting, all funding recommendations for the SAR organizations, must be ratified and approved by the Regional Board.
- 1.10. To be eligible for funding, SAR organizations must meet the following criteria:
 - 1.10.1. Must be a registered society in good standing and provide evidence of annual filing of required documentation to the Registrar of Societies.
 - 1.10.2. Must have a minimum of one (1) member certified as a ground search and rescue search manager or is in the process of being certified;
 - 1.10.3. Must provide copies of minutes of Annual General Meetings, Annual Financial Statements and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining.
- 1.11. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize future funding applications.
- 1.12. Grant applications to acquire land, buildings and major capital items will not be permitted.
- 1.13. SAR organizations must utilize allocated funds within 1 year of ratification by the Regional Board and will not be permitted to carry over funds to the following year.

2. PURPOSE

- 2.1. The purpose of the Search and Rescue Grant Policy is to establish clear guidelines and procedures for organizations applying for funds from the Peace River Regional District to support SAR activities.

3. SCOPE

- 3.1. The Search and Rescue Grant policy applies to all search and rescue organizations applying for funds from the Peace River Regional District.

4. RESPONSIBILITY

- 4.1. The General Manager of Community Services or designate, is responsible for ensuring compliance with the policy.
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Subject: Search & Rescue Grants	Policy #: 0340-30-7	Page:	3 of 3
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5. DEFINITIONS

- 5.1. "Emergency Executive Committee" is as defined in Bylaw No. 1599, 2005.
- 5.2. "major capital items" means any individual item costing over \$5,000 and may include, but is not limited to, boats, trailers, any motorized vehicles, land and/or buildings
- 5.3. "minor capital items" means any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment.
- 5.4. "operational costs" means costs required to operate and may include, but is not limited to, the cost of training, first aid, administration, communication licenses
- 5.5. "Search and Rescue organization" means any registered non-profit Society that provides search and rescue services within the Peace River Regional District boundaries and is registered as a Search and Rescue organization with Emergency Management BC.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1. Peace River Regional District Emergency and Disaster Operations Bylaw 1599, 2005

7. PROCEDURE

- 7.1. Search and Rescue organizations may submit a formal application to the Regional District once per year **on or before May 31st of each year**; said application to be substantially in the form attached hereto as Schedule 'A' and checklist as Schedule 'B.'
 - 7.2. Staff will review each application to determine its completeness and eligibility.
 - 7.3. Staff will provide EEC with a written cover report and all applications to assist EEC in determining which SAR organizations should be invited to attend the grant allocation meeting and ultimately receive grant funding.
 - 7.4. Staff will provide each organization invited to attend the grant allocation meeting with a written invitation detailing the date, time and location of the meeting.
 - 7.5. All applicants will be provided with a letter detailing the amount of funding approved by the Regional Board and the procedures to claim such funding.
 - 7.6. Approved applications will receive funds by claim reimbursement (Schedule 'C') after August 1st of each year once funding allocations are ratified by the Regional Board.
 - 7.7. Unallocated funds from the annual requisition for the SAR grant shall be carried forward as a surplus to reduce the following year's tax requisition.
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Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) **Name of Organization:** _____
- 2) **Contact Person:** _____
- Position:** _____
- Mailing Address:** _____
- Phone:** _____ **Fax:** _____
- Email:** _____
- Website:** _____

Please list our organization on the PRRD website as a "Local Community Group" Yes No *(please check one)*

3) Executives of Your Organization:

President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

- 4) Does your organization have at least one (1) member certified as a Search Manager? If so, please provide name and contact information.

- 5) How many volunteers does your group have registered?

- 6) TOTAL volunteer hours accumulated by your group in the previous year:

- 7) Please describe the training activities (i.e., type of training, number of members who took part in training) and EMBC tasks (i.e., number of tasks, number of says per task, number of volunteers per task) that your team took part in over the last year. (If needed please attach this as a separate item to your application)



8) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

OPERATIONAL AND MINOR CAPITAL COSTS

9) Please describe the operational and/or minor capitals costs for which you are requesting funding. (If needed please attach this as a separate item to your application)

- | | |
|--|-----------|
| 10) Total fixed costs requested from the Regional District: | \$ _____. |
| 11) Total variable costs requested from the Regional District: | \$ _____. |
| 12) TOTAL FUNDS requested from the Regional District: | \$ _____. |

** Fixed costs are defined as costs that are incurred every year and generally remain constant in total regardless of changes in activity. Examples are rent, insurance, mail box rental, radio licenses.*

*** Variable costs are defined as costs that vary in total in direct proportion to changes in activity. Examples include new equipment, photocopying and training.*

ATTACHMENTS

- a) Annual financial statements including current bank balance, savings, term deposits and GIC account information.
- b) Minutes of the most recent Annual General Meeting.
- c) Detailed annual budget including quotes for any minor capital purchases valued at over \$3,000.
- d) Annual report detailing how Regional District grant funds were spent in the previous year.

SIGNATURE OF APPLICANT

Signature of Applicant



PEACE RIVER REGIONAL DISTRICT

Search and Rescue Grant – Application Checklist Schedule B

Date: _____

Applicant Name: _____

All application packages must be submitted by 4:30 pm on May 31st and include the following items:

APPLICATION:

- ☐ Completed SAR Grants-in-Aid **application form** (all fields must be completed).
- ☐ **Financial statements** for the previous year including an income statement and balance statement.
- ☐ Detailed project and/or operating **budget**. Funding cannot be provided for the payment of debt or wages.
- ☐ **3 quotes** for any services, materials and equipment valued at \$3,000 or more is required.
- ☐ 1 member as GSR Search Manager
- ☐ **AGM minutes**
- ☐ **Annual report** detailing how your SAR Grant-In-Aid funding has been utilized.

Please note: Organizations are not required to provide a copy of the Society Form 11. This information is checked annually by PRRD Staff through BC Online

Staff Notes: _____



Date: _____ Organization Name: _____

Mailing Address: _____

<i>Address</i>	<i>City</i>	<i>Postal Code</i>
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Contact Person: _____ Phone Number: _____

Amount You Are Claiming: _____

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the item description (i.e., rope, radio license).

Supplier	Item	Year Funds Granted	Invoice No.	\$ Amount
Total				

Please deliver your claim via mail, in person or by fax to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201
[**prrd.dc@prrd.bc.ca**](mailto:prrd.dc@prrd.bc.ca)

If you have any questions about your claim please call Community Services at (250) 784-3200

For Office Use Only

Coding	Year	Amount	
			Approved
	Total Claim		

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	