



**BLANKET GRANT APPLICATION PROCESS**

Department	Finance	Policy No.	0340-56
Section	Grants	Date Approved by Board	February 8, 2018
Repeals		Board Resolution #	RD/18/02/20

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 To ensure that all organizations applying for grants from the Regional District will be treated fairly and consistently throughout the application process and regardless of the type of grant they are applying for.
- 1.2 To ensure that the Regional Board or the Rural Budgets Administration receive information needed to objectively determine whether a grant will be provided.
- 1.3 To ensure collection of adequate and consistent records of grants applied for and approved by the Regional Board or the Rural Budgets Administration.
- 1.4 That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them.
- 1.5 That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers’ dollars spent supporting community initiatives.
- 1.6 That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.

**2. Scope**

- 2.1 The Blanket Grant Application Process policy applies to all grant applications.
- 2.2 This policy applies to existing and future grant programs including, but not limited to:
  - a) Rural Recreational and Cultural Grants-in-Aid
  - b) Search and Rescue Grants-in-Aid
  - c) Recreational Trails Grants-in-Aid



- d) Regional Grants to Community Organizations
- e) Rural Gas Tax Grants
- f) Fair Share Grants
- g) Peace River Agreement Grants
- h) Economic Development Grants
- i) Cemeteries Grants
- j) Regional Recreation Grants

### 3. Definitions

- 3.1 *Application*: a formal written request for grant funding.
- 3.2 *Grant*: refers to any sum of money provided by the Regional District to an organization for the purpose of assisting the organization with hosting an event or conducting a project that benefits the organization and/or community at large.
- 3.3 *Operational Funding*: refers to funding provided to support general operations such as rent or mortgage payments, wages and overhead, advertising and marketing, etc.
- 3.4 *Service Area*: refers to the establishment of a service through an approval process defined under the *Local Government Act*, to provide annual funding to support an organization.
- 3.5 *Sponsorship*: considered a request for a grant

### 4. Policy

- 4.1 All external organizations receiving grants from the Peace River Regional District (PRRD), must complete a PRRD grant application consisting of:
  - a) Organization name
  - b) Organization address
  - c) Primary contact information for the organization
  - d) Society incorporation number
  - e) Amount requested
  - f) Reason for grant request
  - g) Project or event budget
  - h) Current financial statements



- 4.2 The Regional Board or the Rural Budgets Administration Committee (RBAC) may develop and approve individual grant funding programs with guidelines specific to those programs, so long as the guidelines do not contravene this policy. Additional information may be requested under individual grant program guidelines.
- 4.3 Grant payments to organizations will not be processed unless a grant application has been received and approved by the appropriate approving authority being either the Regional Board or the RBAC.
- 4.4 The Regional Board or the RBAC may approve multi-year grant funding commitments up to a maximum of three consecutive years.
- 4.5 The Regional Board or the RBAC must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.
- 4.6 That all organizations approved for a grant, will receive a letter outlining the conditions of the grant and reporting requirements within 30 days of approval.
- 4.7 That all organizations that are not approved for a grant will receive a letter within 30 days of being declined.
- 4.8 Organizations approved for multi-year grants must submit on an annual basis a report which includes the following:
  - a) If the project was completed (where applicable)
  - b) If all funds were spent and if not, their plans to spend remaining funds
  - c) Participation numbers (if applicable)
  - d) A photo
- 4.9 That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - a) Grant claims being denied.
  - b) Organizations being required to repay grants.
  - c) Cancellation of future funding commitments.

Affiliated Procedure	Blanket Grant Application Process Procedure
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