



RURAL RECREATIONAL AND CULTURAL GRANTS-IN-AID

Department	Finance	Policy No.	0340-61
Section	Rural Budgets Administration Committee	Date Approved by Board	Unknown
Repeals		Board Resolution #	Unknown

Amended	May 28, 2020	Board Resolution #	RD/20/05/24 (28)
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2. Scope

3. Definitions

3.1 *Capital Equipment:* Equipment valued at over \$5,000 and has an extended lifetime over more than one year.

3.2 *Capital Improvement:* Refers to the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property’s overall value or increase its useful life.

3.3 *Debt:* An amount owed to a person or organization for services, products or loans not yet paid for.

3.4 *New Applicant Organizations:* Refers to organizations that have not received PRRD Recreational and Cultural Grants-in-Aid prior to 2012.

3.5 *Operational Expenses:* The day-to-day costs to operate a facility such as insurance, utilities, maintenance and upkeep, and general supplies.

3.6 *Rural Organization:* Any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.



- 3.7 *Sub-Regional*: A defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- 3.8 *Wages*: Any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.

4. Policy

4.1 Eligibility Criteria

- a. Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b. At least 75% of the applicants' membership must come from the rural areas which they serve.
- c. New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the PRRD.
- d. Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4.2 Application Process

- a. Applicants must submit a formal application to the PRRD once per year on or before January 31st of each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b. Applications must be submitted directly by the recreation organization or community association/club.
- c. Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.
- d. New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e. At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.



- g. Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h. Applications from new organizations will be accepted by the PRRD for consideration providing they meet the eligibility requirements as set forth in this policy.

4.3 Eligible Expenses

- a. In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b. In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c. Payment of debt and employee wages are not an eligible expense.
- d. A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

4.4 Annual Grant Allocations

- a. At the discretion of the Electoral Area Directors, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule E.
- b. At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Grad Fest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule F.
- c. At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule G.
- d. At the discretion of the Electoral Area Directors, funding allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules H, I, J and M.
- e. At the Directors' discretion, grant allocations for each area may be budgeted to provide for Awards Recognition to which the guidelines are attached hereto as Schedule K.

4.5 Approval Process

- a. The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications; or
 - ii. Failure to maintain society status; or



- iii. Failure to rationalize the need for funding; or
 - iv. Failure to prove the project supports the community at large.
- b. Upon approval of the Rural Budgets Administration Committee (RBAC), eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
 - c. At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.
 - d. If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
 - e. All organizations that have made an application and have been approved to receive funding by the PRRD will be notified of the meeting date, time and location prior to the meeting.
 - f. All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
 - g. All funding allocation recommendations must be ratified by the RBAC. The RBAC reserves the right to accept, reject or amend any application at its sole discretion.
- 4.6 Recreational and Cultural Grants-in-Aid Budgets
- a. On an annual basis the Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the PRRD Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. South Peace Sub-Regional – a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- 4.7 Unallocated Funds
- a. Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.
- 4.8 Payment of Funds
- a. Grant funds will be payable to the recipients upon ratification by the RBAC.



4.9 Sources of Revenue

- a. Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b. The PRRD shall not be a sole source of revenue for any recreation or community association.
- c. Organizations must show in their application all sources of revenue.

4.10 Reporting Requirements

- a. All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b. Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c. That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
 - i. Organizations being required to repay grant funds.
 - ii. Not being considered for future grant funding.

4.11 Funding Amendments

- a. *Effective January 1, 2019* – Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b. In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the PRRD for support through other grant funding options.
- c. All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
 - i. If a balance remains in the grant allocation and all projects have been completed; or,
 - ii. If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d. The RBAC will have the sole discretion on whether to approve or deny any funding amendments.



- e. Funds cannot be amended to pay off debt.

4.12 General

- a. Recreational and Cultural Grants-in-Aid policies can only be made by the RBAC and are subject to Board approval as set forth in Bylaw No. 1166, 1998.
- b. Organizations hosting annual spring allocation meetings will be paid a hosting stipend.

4.13 Limitations

- a. Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

4.14 Recognition

- a. Grant recipients will recognize the financial contributions of the PRRD by prominently displaying a certificate or plaque.
- b. Associations that maintain websites, social media sites and/or membership newsletters will provide the PRRD with recognition in the form of prominently displaying a note of thanks next to the PRRD's logo.
- c. Grant recipients may be requested to issue a joint press release and photo with the PRRD from time to time.

Affiliated Procedure	
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