

**REGIONAL GRANT-IN-AID POLICY**

Department	Finance	Policy No.	0340-35
Section	Grants	Date Approved by Board	September 5, 2019
Repeals		Board Resolution #	RD/19/09/22

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

Repealed		Board Resolution #	
----------	--	--------------------	--

1. Purpose

- 1.1 The Regional Grant-in-aid Policy establishes clear guidelines for the Board of Directors and staff for the evaluation, award and communication of Regional Grant-in-Aid to organizations seeking financial support for community led projects and programs that fall outside the regular service functions that are important for building a diverse, vast and abundant region.

2. Scope

- 2.1 This Statement of Policy applies to the Board of Directors, all staff and all organizations that apply for grant-in-aid from the Peace River Regional District.
- 2.2 This Statement of Policy applies to all regionally funded grant-in-aid (Grants to Community Organizations, Economic Development and Regional Recreation), excluding those grants with stand-alone policies, which are:
 - a) Search and Rescue Grants
 - b) Recreational Trails Grants
- 2.3 This Statement of Policy does not apply to funding contribution requests received from other local governments (ie: government to government); or Rural Grant-in-Aid under the authority of the Rural Budgets Administration Committee.

3. Definitions

- 3.1 **Program:** An activity designed for a specific purpose which is led by a community organizations and improves the quality of life for residents.
- 3.2 **Service:** An initiative that serves a specific purpose is led by a community organization and provides a benefit to residents in the community.



- 3.3 **Project:** An undertaking that is planned to achieve a particular outcome or result; must have a specific set of goals and objectives; must have a defined start and finish date.
- 3.4 **Event:** An event that is either social, economic or recreational in nature; enhances the region and creates an economic benefit; may occur on a one-time or annual basis; must have a defined start and finish date.

4. Policy

- 4.1 Grants should support projects or initiatives that are regional in scope and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
- 4.2 The issuance of grants should be transparent in terms of awareness of, and access to the program.
- 4.3 Grants should support and encourage innovation in the delivery of services or benefits.
- 4.4 Grants should allow the Board to be flexible and responsive to emerging needs or unique opportunities
- 4.5 Grant funding may be authorized to support multi-year contributions up to a maximum of three consecutive years.
- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.
- 4.7 Applicants should demonstrate their intent to become self-sustainable, in the absence of PRRD grants, in future years.
- 4.8 Recipients of grants must be accountable for the use of funds in accordance with their application.
- 4.9 Eligibility Criteria:
 - a) All applicants must be a registered, not-for-profit society in good standing as per the *Societies Act*.
 - b) Project types may include events (one time or recurring), the establishment of new or enhanced programs and services, or capital projects for public-use facilities.
 - c) Grant funding, if approved, may not be used to support individuals, families or businesses.
 - d) The organization will not receive taxes or requisition funds from local governments on an annual basis.

**4.10 Application Criteria:**

- a) All applications must be submitted on electronic forms.
- b) Applications must be received on or before December 31st each year.
- c) Late applications will not be considered.

4.12 Approval Criteria:

- a) The Committee of the Whole (CoW) will review all grant applications for merit using the following criteria:
 - i. New, Incremental Initiatives;
 - ii. Community Need;
 - iii. Geographic Scope;
 - iv. Community Development; and
 - v. Cost Effectiveness.

5. Responsibilities**5.1 Boards of Directors shall:**

- a) At their sole discretion, evaluate and allocate Regional grant in aid funding during the annual budget process.

5.2 Finance shall:

- a) Review applications to determine eligibility based on the criteria outlined in this policy.
- b) Bring eligible applications to the Committee of the Whole for consideration during the annual budget process.
- c) Ensure an annual listing of all grant recipients is posted on the PRRD website by August 31 to be available for public review.

Affiliated Procedure	
-------------------------	--

Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy