



BOARD Policy

Section:	Financial Services	BRD-0340-50
Title:	Electoral Areas' Grant-in-Aid	034

1. PURPOSE

1.1 *This policy provides the framework to enable the Sunshine Coast Regional District (SCRD) Electoral Area Directors to make fair and equitable recommendations to the SCRD Board on behalf of their respective areas in the granting of funds to the community.*

2. SCOPE

2.1 *This policy applies to all SCRD officers, employees, Board members, and applicants to the Grant-in-Aid process.*

2.2 *The SCRD Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents.*

3. DEFINITIONS

3.1 **"Electoral Areas"** means SCRD's five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F).

4. POLICY

4.1 *This policy establishes open and transparent guidelines for the evaluation and distribution of Electoral Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.*

4.2 *Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Electoral Areas' Grant-in-Aid funding for the following year's budget.*

4.3 *The maximum allowable grant request for a single Electoral Areas' Grant-In-Aid application (per project / per event) is \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations, societies, or groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society.*

4.4 *To be considered for funding, the proposed project, program, service or special event should fill a need in the community with no overlap to identifiable or competing projects, programs, services, or special events.*

4.5 *Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.*

4.6 *Organizations funded on an ongoing basis through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.*

4.7 *The SCRD is subject to the provincial *Freedom of Information and Protection of Privacy Act* and cannot guarantee the information provided on Grant-in-Aid applications can or will be held in confidence.*

4.8 *On or before April 1st of each year, the SCRD will accept applications for Electoral Areas' Grant-in-Aid funding.*



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- 4.9** *Late* applications may be considered for emergent requirements subject to available Electoral Areas' Grant-in-Aid funding (see Section 8.3).
- 4.10** *Grant* funding is not guaranteed from year to year. Organizations are encouraged to work toward financial independence.
- 4.11** *Grants* will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- 4.12** *Grants* may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 4.13** *Grant* allocation to SD46 for bursary funding for each of the four secondary schools is to be approved each year within the SCRD budget process. Unclaimed bursary funding provided to SD46 will be reported to the SCRD on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.

5. EXCEPTIONS

- 5.1** *Funding* requests that do not meet the basic criteria of the policy will be considered on a case-by-case basis at the discretion of the SCRD Board.

6. AUTHORITY TO ACT

6.1 Legislation

- 6.1.1** *The* authority to provide grants of assistance is set out in the *Local Government Act*, section 263(1) as follows: "Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:...(c) to provide assistance for the purpose of benefitting the community or any aspect of the community."

6.2 SCRD Board

- 6.2.1** *The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to unacceptable liability that could arise as a result of its funding relationships.*
- 6.2.2** *The SCRD Board has both statutory and budgetary limitations on Electoral Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore, the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.*

7. EVALUATION CRITERIA

- 7.1** *The Electoral Areas' Grant-in-Aid Committee shall use some, or all, of the following criteria to assess applications (in no particular order):*



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- 7.1.1 Evidence of community need or desire for proposed program, project, service or event.
- 7.1.2 Potential benefit to the residents of the Sunshine Coast - use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents.
- 7.1.3 Evidence of community partnerships or support (financial or in-kind).
- 7.1.4 Capacity to deliver the proposed program, project, service, or event.
- 7.1.5 Level of volunteer participation and citizen involvement.
- 7.1.6 Evidence of financial need.
- 7.1.7 Evidence of funding from other sources.
- 7.1.8 Ability to demonstrate or anticipate future outcomes.
- 7.1.9 Public accessibility.
- 7.1.10 Exercise co-ordination, co-operation, and collaboration with other groups to prevent duplication of projects, programs, services, or special events.

7.2 Electoral Areas' Grant-in-Aid will not be approved for:

- 7.2.1 Large capital costs for equipment or improvements to (Privately) owned properties.
- 7.2.2 Fire Suppression and Life or Emergency Safety Equipment.
- 7.2.3 Annual Expenses.
- 7.2.4 Remuneration (wages, salaries, other fees).
- 7.2.5 Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member, or stakeholder), educational institutions hospitals/healthcare.
- 7.2.6 Religious or ethnocultural organizations serving primarily their membership or their own religious or ethnic promotion or purpose.
- 7.2.7 Annual fundraising campaigns.
- 7.2.8 Endowment funds.
- 7.2.9 Debt retirement, interest payments or reserves.
- 7.2.10 Cost of developing a proposal or undertaking a facility study.
- 7.2.11 Non-profit societies conducting regional, Provincial or Federal level fundraising campaigns.

- 7.3** If an applicant's project, program, service, or special event is time sensitive where funding is required prior to the application deadline date (on or before April 1st) and/or the August 1st payment date; or funding for a project that was not realized by the announced application deadline date and/or the August 1st payment date, the applicant may submit an application to the SCRD to be brought forward to a standing committee for review. The applicant must use the Electoral Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.

8. ACCOUNTABILITY AND ACKNOWLEDGEMENT

- 8.1** In the event that the Electoral Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRD will be notified immediately, and any remaining funding must be returned to the SCRD as soon as possible.
- 8.2** Recipients must acknowledge the SCRD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an SCRD event nor may the society / organization hold itself out as an agent of the SCRD in anyway.

9. REFERENCES (Bylaws, Procedures, Guiding documents)

- 9.1 Terms of Reference – Rural Areas' Grant-in-Aid Review Committee.**



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