



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 #	
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Repealed		Board Resolution #	
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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:

- Search and Rescue Grants
- 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.
  
- 4.10 Eligibility Criteria:
  - All applicants must be a registered, not-for-profit society in good standing as per the *Societies Act*.
  - 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.
  - Grant funding, if approved, may not be used to support individuals, families or businesses.
  - The organization will not receive taxes or requisition funds from local governments on an annual basis.
  
- 4.11 Application Criteria:
  - All applications must be submitted on electronic forms.
  - Applications must be received on or before December 31<sup>st</sup> each year.
  - Late applications will not be considered.
  
- 4.12 Approval Criteria:
  - The Committee of the Whole (CoW) will review all grant applications for merit using the following criteria:
    - a. New, Incremental Initiatives;
    - b. Community Need;
    - c. Geographic Scope;
    - d. Community Development; and
    - e. Cost Effectiveness.



## 5. Responsibilities

Boards of Directors shall:

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

Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Bring eligible applications to the Committee of the Whole for consideration during the annual budget process.
3. 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	
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***Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy***