



Policy Manual

Chapter: Finance

Section: Transfer to Other Organizations

Subject: Discretionary Grant Program

Board Resolution: [46/21]

Established Date: [2021-01-21]

Revised [Revised date of policy]

Date:

POLICY:

PURPOSE AND BACKGROUND:

The purpose of this policy is to outline the requirements and limitations for disbursement of funds from the Discretionary Grant Program.

The purpose of this program is to provide financial assistance to local community groups and organizations for projects that provide social, economic, recreational, cultural and other benefits to communities in the regional district. Funds for this program are raised through the levying of taxes in participating Electoral Areas and Municipalities.

SCOPE:

This policy applies to any disbursement of funds from the Discretionary Grant Program

DEFINITIONS:

Recipient – any non-profit organization, society, RDCK Service, municipality or individual receiving funds through the Discretionary Grant Program

External Grant Recipients – means any non-RDCK organization or society, or any entity delivering an RDCK service but that is not operationally controlled by the RDCK, which receives funds through the Discretionary Grant Program

Funding Agreement – means a valid contract between the RDCK and the Recipient which outlines the terms and conditions of the grant award



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POLICY:

Discretionary Grant Program Administration

The Discretionary Grant Program is funded from taxation of each electoral area and/or municipality. The funds in one area are spent on projects and organizations within that area.

Discretionary grant funding is provided by RDCK Area Directors from Area A, B, C, D, E, F, G, H, I, J, K and Village of Slocan at the discretion of each Director on an ongoing intake dependent upon balance of funding.

Dedicated monies not spent in one fiscal year shall accrue to the electoral area or participating municipality to which they were first attributed.

Grants are not to be used to offset taxation. Grants shall not be provided to duplicate services that fall within the mandate of another level of government.

The primary purpose of these grants is to provide financial assistance to local community groups and organizations for projects that provide social, economic, sporting, cultural and other benefits to our communities.

Priority shall be given to projects that:

- Strengthen and enhance the well-being of our community;
- Promote volunteering;
- Address community needs;
- Promote cultural, recreational, economic and social opportunities;

Eligibility

- Societies, organizations, municipal councils and RDCK services are eligible to be Recipients.
- Individuals may receive funds only through an eligible Recipient, with the exception of reimbursement of tipping fees expended for community cleanup activities
- Recipients that do not comply with RDCK requirements or are otherwise unable to demonstrate that the grant funds were expended substantively in accordance with the grant application may not be considered for future Discretionary Fund Grant Program funding
- For-profit entities are eligible only if the application is made through an eligible Recipient
- RDCK services are eligible to a maximum amount of \$500 per grant

Grant Applications

Applications to the Discretionary Grant Program must adhere to the following:



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- All applications for funds must be received by the Board on the designated form (Appendix A to this policy)
- All applicants must first discuss the project proposal with their Area Director for eligibility
- An application will not be considered complete unless signed by an authorized representative of the Recipient organization
- An application will not be considered complete unless signed by the applicable elected official from whose designated funds the grant will be awarded
- Applications submitted by member municipalities must include a Council resolution approving the grant application
- An application requested by an individual or group to pay for tipping fees for community clean-up projects, the following will be required;
 - Applicants must first seek pre-approval from their area directors for funding.
 - Applicants must pay for tipping fees and retain their receipts
 - Applicants submit receipts, pre-approval and application to Area Director for inclusion on a Board agenda for Board approval.

Grant Award

- Grants may only be awarded by the RDCK Board of Directors, by way of a resolution.
- External (non –RDCK) recipients receiving grant awards exceeding \$5,000 in value are required to enter into a funding agreement with the RDCK
- The RDCK Board may, at the request of the applicable Director, require a Funding Agreement be signed for Recipients receiving less than \$5,000.
- Funding agreements shall require Recipients to submit a report on how the funds were spent within one year of project completion
- If an applicant has not spent all funding received, unused funds must be returned to the RDCK before the Final Financial Report can be approved.
- Funding Agreements shall require that the RDCK holdback 10% of the awarded funds to be released to the Recipient upon satisfactory receipt of a final report and indication that the funds were disbursed in accordance with the original project description.
- Payment of the grant will only be made in the name of the Recipient, by way of electronic fund transfer or mailed cheque.

Restrictions On Grant Awards Prior to Elections

In the event of an election for the position of Director being scheduled in an Electoral Area, the Board neither consider a request, nor approve the release of money, from such Electoral Area Director for disbursement of Discretionary grant funds during the period of 45 days prior to the election through to the Inaugural Board Meeting, except in the following instances:

- Grant-in-Aid disbursements from an Electoral Area Director who has been declared by the Chief Elections Officer to be elected by acclamation;
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- Grant-in-Aid disbursements deemed to be emergency allocations having received an affirmative vote of at least 2/3 of the votes cast at a Board meeting.

Appendix A – Discretionary Grant Application
