



**Chapter:** Finance

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**Section:** Transfer To Other Organizations

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**Subject:** **Community Development Program Grants**

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<b>Board Resolution:</b>	518/20	<b>Established Date:</b>	2020-08-20	<b>Revised Date:</b>	2020-08-20
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## **POLICY:**

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### **PURPOSE AND BACKGROUND :**

The purpose of this policy is to outline the requirements and limitations for grants awarded from the Community Development Program.

The Community Development Program is funded through grants in lieu of taxes provided to the RDCK by Crown Corporation generating assets. The purpose of the community development grant program is to support initiatives that further the social, economic and/or environmental wellbeing of regional district residents and organizations and/or to reduce regional district tax requisitions.

### **SCOPE:**

This policy applies to any application to or award of a grant from the Community Development program

### **DEFINITIONS:**

**Recipient** – means any organization, company or individual receiving funds through the Community Development 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 Community Development Program

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



## **POLICY:**

### **Community Development Program Administration**

Grants-in-lieu of taxes from Crown corporation power generation assets are received as revenue to the RDCK's community development grant service and allocated as follows:

- 5% to General Administration as an administrative fee
- 6.5% to Rural Administration as an administrative fee
- Of the remaining amount:
  - 12.20% to each of Areas D, E, H, J and K
  - 3.48% to each of Areas A, B, C, G, I and F
  - 3.48% to municipalities greater than 1,000 in population, except Nelson and Castlegar
  - 1.39% to municipalities of less than 1,000 in population

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

### **Eligibility**

- Societies, organizations, municipal councils and RDCK services are eligible to be Recipients.
- Individuals may receive funds only through a eligible Recipient.
- 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 Community Development Program funding.

### **Grant Applications**

Applications to the Community Development Program must adhere to the following :

- All applications for funds must be received by the Board on the designated form (Appendix A to this policy)
- 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.

### **Grant Award**

- Grants may only be awarded by the RDCK Board of Directors, by way of a resolution.
- To limit the administrative burden of the Community Development Program, Directors are encouraged to consider grants above a minimum \$500 value. For RDCK- funded services Directors are encouraged to consider grants above a minimum \$5,000 value.
- External Grant Recipients are required to enter into a Funding Agreement with the RDCK where the total grant value exceeds \$5,000.
- 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 two years of project completion.
- 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 cheques.

### **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 shall neither consider a request, nor approve the release of money, from such electoral area director for disbursement of Community Development 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
- Grant-in-aid disbursements deemed to be emergency allocations and having received an affirmative vote of at least 2/3 of the votes cast at a Board meeting.

### **Appendix A- Community Development Grant Application**



300-09-12  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy**