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*Adopted: Oct. 16, 1997**Last Rev: Feb. 19, 2004**Responsible Dept: Community Services*

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### PURPOSE

To provide financial assistance to community groups or organizations for the purpose of benefiting the community.

### APPLICATION

This policy shall apply to all grant requests being considered for funding from the individual Community Grants-In-Aid budgets.

### AUTHORITY

*Local Government Act (Section 176) (1) (c):* the Regional District may provide assistance for the purpose of benefiting the community.

*Local Government Act (Section 804) (2) (g):* a grant may be charged to the electoral area benefiting from the assistance.

### PROCEDURE

1. To be considered for funding, grant requests shall be referred to the Committee of the Whole on the recommendation of the Electoral Area Directors. All requests shall be in writing.
2. For grant requests in excess of \$5,000 an outline and description of the project, equipment or services proposed to be purchased must accompany the written request.
3. If a grant is approved for a fixed amount the following will apply:
  - (a) if the grant does not exceed \$500, a cheque will be issued to the requesting organization. A letter documenting the grant approval will also be sent under the signature of the Board.
  - (b) if the grant exceeds \$500, a cheque will be issued when the following conditions have been met:
    - i. satisfactory evidence that the goods or services have been obtained, and
    - ii. submission of invoice(s) together with quotes.

Staff will advise the requesting organization in writing of the grant approval, expiry date, and the requirements for claiming the grant.

4. If a grant is approved for an amount which is not fixed (i.e., up to a specific amount), the provisions of 3 (b) will apply.
5. The Regional Board may at the time of grant approval:
  - (a) impose additional requirements to be met by an organization prior to receipt of grant funds.
  - (b) reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

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**GENERAL**

1. The Regional District encourages the use of a competitive bidding process (quotations, tenders, etc. as appropriate) to achieve best value for the community.
2. Unless specifically provided by Board or Committee resolution, grant approvals shall automatically expire after 24 months.
3. No grants shall be approved for individuals or for privately-owned businesses.