



DISTRICT OF HUDSON'S HOPE  
REGULAR COUNCIL MEETING AGENDA

**LATE AGENDA ITEMS**

Council Chambers

Monday, January 27, 2014 at 7:00 PM

**Staff Reports**

SR1     Addition to SR1 – Industrial Land Committee

SR2     2013 NDIT Grant Writer Program Funding

333-002222.000

333-002220.000

333-002212.000

333-002208.000

333-002202.000

333-002244.000

333-002242.000

333-002240.000

333-002230.000

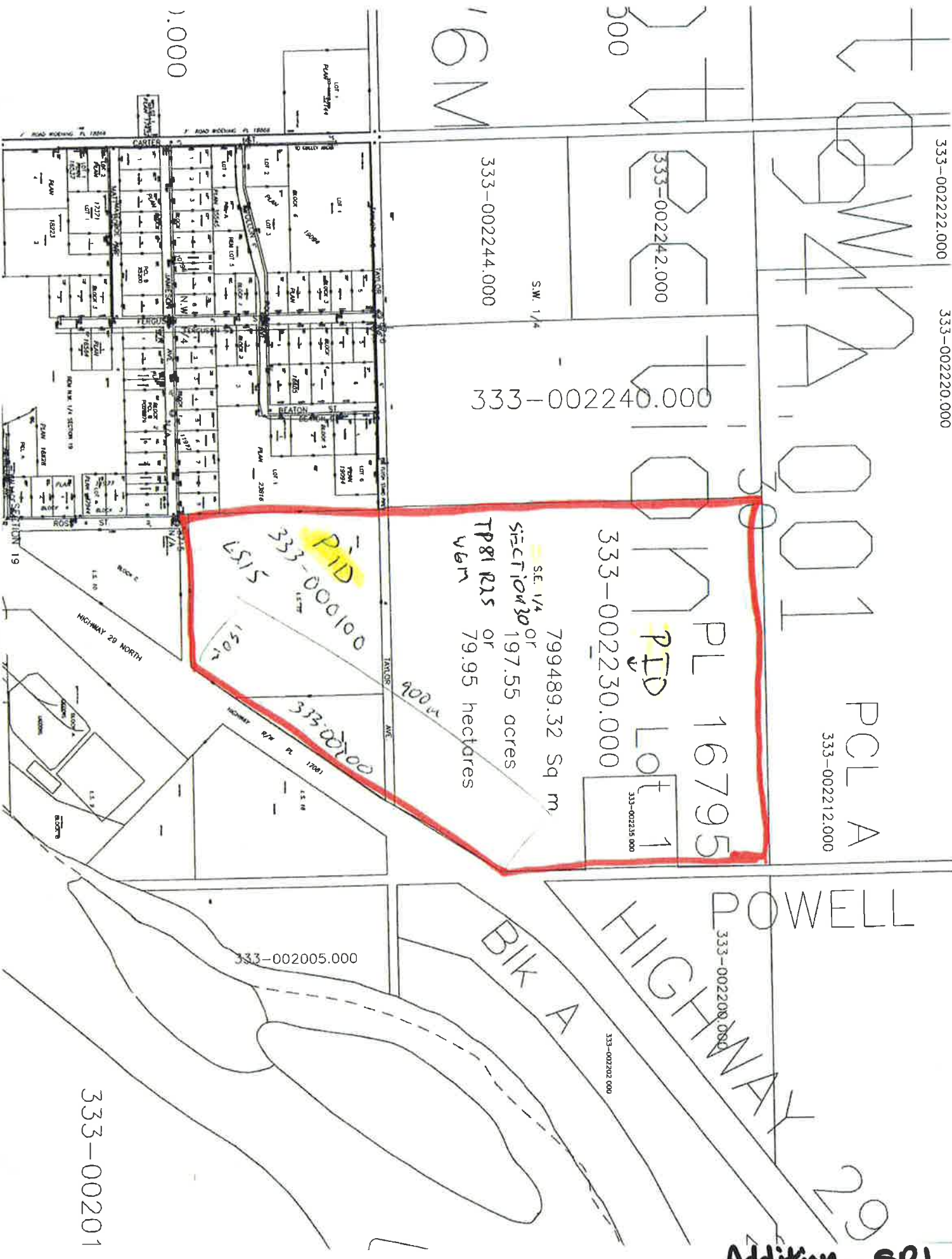
333-002005.000

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333-00201

Addition - S21







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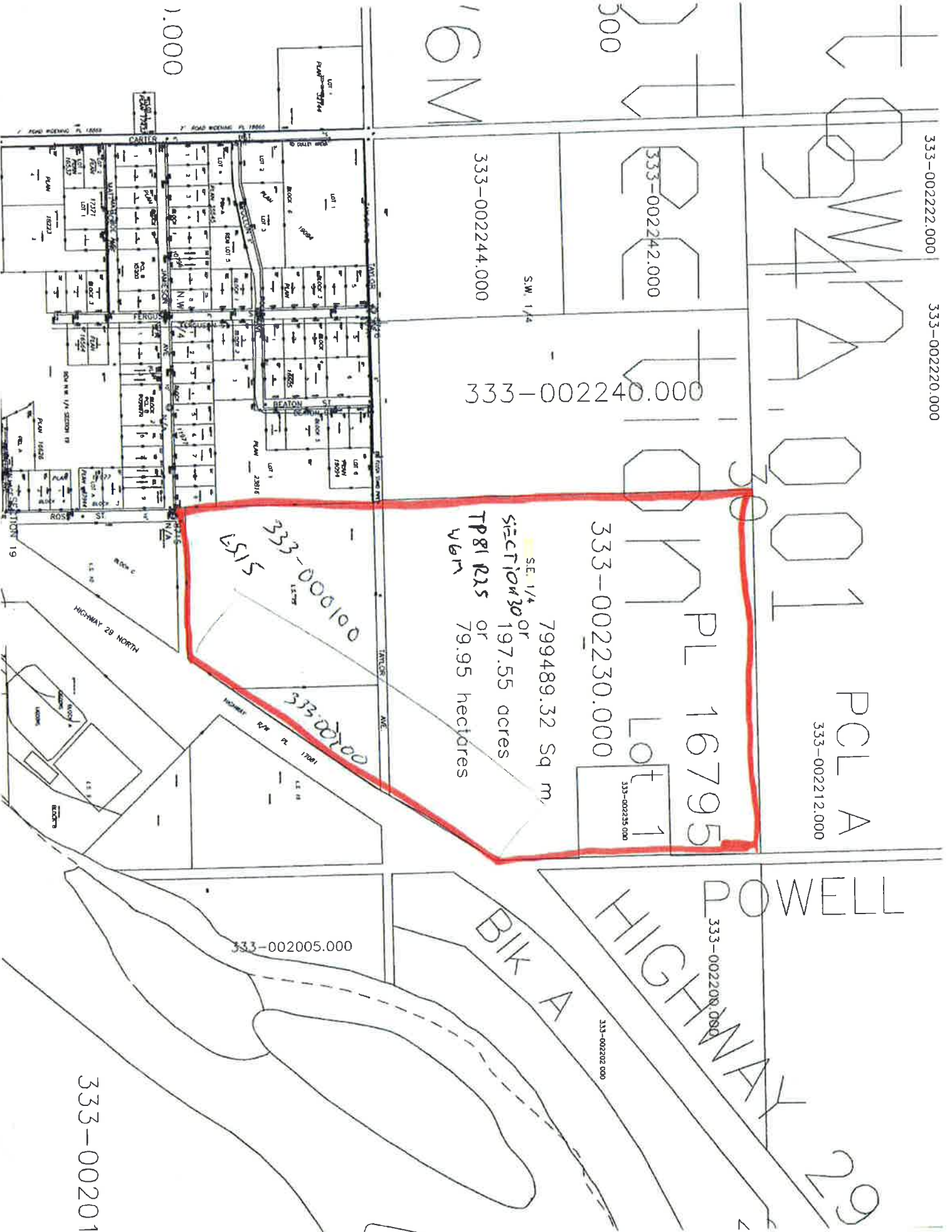
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333-00201

## REQUEST FOR DECISION

<b>RFD#:</b> 7SR	<b>Date:</b> January 27, 2014
<b>Meeting#:</b> 012714	<b>Originator:</b> Tom Matus, CAO
<b>RFD TITLE:</b> 2013 NDIT Grant Writer Program Funding	

### BACKGROUND:

The 2013 NDIT application was not submitted to the NDIT for the Grant Writer Program Funding. Application required in January or February, 2013.

### DISCUSSION:

We would normally receive a \$7,500 grant funding from NDIT which we would flow through to the NPEDC for grant writing services rendered, (a threshold must be met of \$200,000 in grant applications from the DHH to be eligible for the total \$7.5K grant [or it would be pro-rated for the shortfall] - NPEDC did deliver grant writing services to us in excess of \$200K in 2013), this notwithstanding as we are not eligible for the grant due to the fact that DHH did not submit an application to NDIT and thus we will not receive the \$7.5K grant fund from NDIT.

We still owe the \$7.5K to NPEDC as per the flow through arrangement that has historically been in place. As per the attached letter NPEDC has asked the DHH to propose a mutually agreeable solution to both parties – I have proposed we pay only \$3.5K to NPEDC.

This would normally be an equal in/out amount in our budget but due to the fact that this year's funding will not follow this trend I ask that Council approve the above mentioned expenditure arrangement of \$3.5K payable to NPEDC for grant writing services rendered.


We are saving \$3.5K as we could be responsible for paying the total grant flow through funding (shortfall) of \$7.5K - this \$3.5K is pending approval from the NPEDC.

### BUDGET:

\$3,500.00 expenditure.

### RECOMMENDATION / RESOLUTION:

That Council approve the payment of \$3.5K (expenditure) for Grant Writing Services rendered by NPEDC.

  
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Tom Matus, CAO



January 20, 2014

Mr. Tom Mathus  
District of Hudson's Hope  
Box 330,  
Hudson's Hope, BC  
V0C 1V0

Dear Tom:

**Re: 2013 NDIT Grant Writer Program Funding**

It has come to our attention that the application for the 2013 NDIT Grant Writer Program for Hudson's Hope was never submitted by the District of Hudson's Hope. This program has a limited number of spots and, according to NDIT, was over prescribed in 2013. The North Peace Economic Development Commission has met and discussed this matter and would like to encourage the District of Hudson's Hope to suggest a solution that is agreeable to all parties.

Here is a little history on the Grant Writer Program and Hudson's Hope participation. The Grant Writer program started in 2010 and the 4 local governments in the North Peace region pooled their grant dollars (\$7,500 each for a total of \$30,000) and asked the NPEDC to administer the contract. The NPEDC further tops up the funding by approximately additional \$13,000 to hire a grant writer on a permanent part-time basis. This grant writer is available to assist community organizations and local governments in the completion of grant applications. This grant writer also works with groups to determine their needs and is constantly search for additional funding pockets that fit local projects. Each community that is funded through the program is required to demonstrate that a minimum of \$200,000 in grants are submitted.

This regional approach to grant writing has paid off in spades for the region. As you can see from the tables below, we have applied for nearly \$65M in grants and have been successful in receiving approval for over \$4 million. Hudson's Hope has had nearly 200 grant applications for over 20 projects totally over \$10M over the duration of the program. Regionally, for a total cost of \$159,675 since the spring of 2010, this return on investment is outstanding for our region. To date, the grant writer program has brought

In 2012, the District of Hudson's Hope did not meet the grant value minimum and a pro-rate amount of \$5200 was determined by NDIT. The invoice from the NPEDC was adjusted to accommodate this shortfall in grant, despite the costs to the NPEDC being incurred not changing. A commitment to watch the value of the grants applied for was made and watched much more closely in 2013.



One of the supports that the NPEDC provides is to complete the applications and final reports for this program for all of the communities. The only action required by the community is to sign the application and submit it to NDIT. On January 29, 2013, a completed 2013 application was forwarded to John Locher, the CAO, to sign and submit for the 2013 funding. We've attached the email to this correspondence for your reference.

Please feel free to contact me with any questions you may have. The North Peace Economic Development Commission has a goal to foster partnerships in the community. We hope that we can continue to partner with you and your organization to continue the growth of a strong and vibrant economy in the North Peace region. We look forward to hearing your suggestions for a solution to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'J Moore', with a stylized, cursive script.

Jennifer Moore  
Regional Economic Development Officer