

FINANCIAL ASSISTANCE GRANT POLICY

Revised Council Resolution No. 001/20
Revised Effective Date: January 13, 2020

Original Council Resolution No. 074
Original Effective Date: March 24, 2014

Section: Finance

Purpose:

The District of Hudson's Hope recognizes that valued contributions are being provided through volunteer efforts of the community organizations and agencies on behalf of the citizens. The Financial Assistance Grant demonstrates Council's commitment to working with groups that provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints of the District.

Policy:

In granting financial assistance to an organization for a Financial Assistance Grant, the District will take in to account the following objectives:

1. For purposes of budget preparation, an amount not exceeding 10% of the annual municipal residential tax revenue will be budgeted for Financial Assistance Grants.
2. Of the total amount budgeted to provide Financial Assistance Grants, eighty percent (80%) will be eligible for disbursement through the budget approval process and the remaining twenty percent (20%) will remain unallocated for any requests that may be subsequently received during the year.
3. *The primary purpose* of a financial assistance grant is to provide assistance to an organization for a specific capital project or local event that benefits the residents of the District of Hudson's Hope.
4. Providing financial assistance includes the donation of time, facilities and District inventory, for example, tents, tables and chairs.
5. Grants will not be provided for travel expenses.
6. The applicant organization must be registered as a Non-Profit Society or belong to a parent Non-Profit Society under the laws of British Columbia and/or Canada.
7. Upon completion of the project, the applicant must submit a final report to the District of Hudson's Hope outlining how funds were expended.

8. Assistance in the form of a grant will be made after the property tax deadline, which is early July of each year. If the applicant requires all or a portion of the funds prior to that time, the application should specifically request an earlier payment, which will be at the discretion of Council.
9. Preference will be given to an organization that benefits the Hudson's Hope community at large.
10. Priority may be given to the following categories:
 - a. Family
 - b. Youth
 - c. Disabled
 - d. Adult
 - e. Size of Group

Note: Individual groups are encouraged to apply through their Umbrella Group.

11. Priority for capital projects and events hosted in our community may be given to the following categories:
 - a. Local Events
 - b. Regional Events
 - c. Provincial Events
 - d. National Events

This policy does not apply to:

- a. Hudson's Hope Library
- b. Hudson's Hope Museums
- c. Hudson's Hope Community Hall
- d. Minor Sponsorships (Receptions, Luncheons, Dinners, etc.)
- e. Requests for promotional items (Pins, T-shirts, etc.)

Procedure:

1. Advertising will be through the District's social media (website, Facebook, PSA) or placed in the newspaper in January giving notice that the District of Hudson's Hope is accepting applications until February 15 for Financial Assistance Grants for the District's next budget year.
2. The application form for a financial assistance grant is attached to the policy.
3. An executive representative of the organization making the grant request must present the request to Council if requested.
4. The application in its entirety will be placed in a Council agenda.



5. At the discretion of Council, decisions pertaining to the approval of the grant requests may be made at the same meeting as the request is presented, however the Council decision will not be made during the delegation presentation and further Council may postpone the decision until a later date.
6. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.

APPLICATION FOR A GRANT

Date: _____

Date Received: _____

GENERAL INFORMATION			
Official Name of Non-Profit Organization			
Mailing Address	City	Province	Postal Code
SOCIETY INFORMATION			
Society Registration Number	Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i>		
SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY			
Title	Name	Phone Number	
LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM			
Contact Name			
Mailing Address	City	Province	Postal Code
Work Telephone	Home Telephone	Cell Telephone	Email Address

GRANT APPLICATION	
<input type="checkbox"/> New Grant Application	<input type="checkbox"/> Application for Project Previously Funded by the



ORGANIZATION INFORMATION

Describe the purpose of your organization:

User Statistics

1. _____The number of persons that are served by your organization annually.
2. _____The number of members in your organization/society.

Is the organization run by volunteers, paid staff or a combination of both?

1. _____the number of volunteers and_____the number volunteer hours worked per year.
2. The number of paid staff, their titles and number of paid hours per year.

[illegible]



REQUEST FOR GRANT

Describe the reason for your grant application:

Proposal is best characterized as:

- ☐ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

- ☐ Youth ☐ Seniors ☐ Disadvantaged Persons

This proposal's activities can best be described as related to:

- ☐ Arts and Culture ☐ Recreation and Sports ☐ Environment, Social and Education

Attach the following information:

- ☐ Most recent Financial Statements including a Balance Sheet and Income Statement
- ☐ Previous year's actual operating budget if the most recent Financial Statements provided are not the previous year's (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- ☐ Operating Budget for the Current Year (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements)
- ☐ Projected operating budget for the next year
- ☐ Copy of Non-Profit Society Registration papers



DECLARATION

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the District of Hudson's Hope and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the District of Hudson's Hope.

Signature of Applicant

Date

The personal information on this form is collected for the purpose of an operating program of the District of Hudson's Hope as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250-783-9901.

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA