

## **COUNCIL POLICY**

<b>TITLE:</b> Grants in Aid Policy (Organizations, Individuals, and Annual Unconditional Grants)		<b>POLICY #:</b> C-05-2024
<b>Authority:</b> Council	<b>Effective Date:</b> October 2, 2024 <b>Review Date:</b> Annually	
<b>Issued By:</b> CAO <b>Issued Date:</b> October 2, 2024	<b>Approved By:</b> Council <b>Approved Date:</b> October 1, 2024 <b>Updated:</b> <b>Resolution #:</b> R-2024-149	

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**PURPOSE:** To establish procedures for awarding Grants in Aid and Annual Unconditional Grants to community organizations and individuals in order to assist non-profit societies/organizations that provide a community benefit.

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### **POLICY:**

This policy outlines the Village of Ashcroft's procedures for providing both Grants in Aid and Annual Unconditional Grants. The goal is to ensure fair, equitable, and consistent decisions regarding applications, while encouraging financial independence among organizations.

#### **1. Grants in Aid:**

- **Purpose:** Grants in Aid support non-profit societies/organizations or individuals representing the community at provincial or national events. The funding is not guaranteed from year to year, to encourage organizations to strive for financial independence.
- **Maximum Funding:** No single Grant in Aid will exceed \$500 or 25% of the proposed budget for the event.
- **Application Process:**
  - Applications are considered twice per year at the first Committee of the Whole (COW) meeting in March and September.
  - Applications must be submitted by February 28/29th and August 31st.
- **Required Documentation:**
  - Latest financial statement
  - Budget summary
  - Project budget
  - Annual report (if available)
- **Preference Criteria:**
  - Representing Ashcroft at provincial/national competitions

- One-time start-up costs for new programs
  - One-time events beneficial to the Municipality
  - Organizations demonstrating financial independence and community benefit.
- **Notification:**
  - Successful applicants will be notified in writing.
- **Reporting Requirements:**
  - Within 60 days after completion of the event, organizations must submit a written report to Council, summarizing the event, highlighting its successes and measurable outcomes, and detailing the actual expenses incurred.
  - If an organization fails to submit the required report, they will be ineligible to apply for future funding until the report is completed and submitted.

## 2. Annual Unconditional Grants:

- **Purpose:** Annual Unconditional Grants are provided to non-profit organizations to support their general operations, with funding guaranteed from year to year to ensure budget consistency for the organizations.
- **Eligibility:** Organizations receiving an Annual Unconditional Grant are not eligible for Grants in Aid for the same event or project under this policy.
- **Application Process:**
  - Organizations wishing to apply must do so before October 31<sup>st</sup> of the year preceding the first year of the grant by sending a letter of request addressed to Council .
  - Funding is automatically included in the financial plan as long as a valid agreement is in place.
- **Agreement and Accountability:**
  - Recipients must provide a financial statement for the year just completed before the next year's funding is released.
  - Approved applicants are required to sign a funding agreement renewable every five (5) years.
- **Canada Day Grant:**
  - A local group or organization may apply for an unconditional grant of \$550 to manage Canada Day events. A program of events and a proposed budget must be submitted by the last day of February each year.
- **Beautification Grant:**
  - An organization wishing to beautify the Village by coordinating the purchase and planting of flowers in the desert and other Village owned planters in the downtown core may apply for up to \$5,500 each year. A proposed work plan and budget must be submitted by October 31<sup>st</sup> for planting the following spring.

- **Ashcroft HUB Society Grant:**
  - The Ashcroft HUB Society may be reimbursed up to \$5,000 for expenses related to snow removal, irrigation maintenance and lawn maintenance for the properties known as the HUB located at 711 Hill Street including the parking lot at Ash Street. The Society must submit a seasonal expense report with supporting documents to the CFO and will be reimbursed for all eligible expenses within the allocated grant in aid.
- **Appendix A:** Lists organizations and the amount of Annual Unconditional Grants they will receive.

**3. Repeal:**

- This Policy repeals and replaces Policy # C- 06-2021 Annual Unconditional Grants Policy and Policy # C-01-2022 Grants In Aid Policy Organizations / Individuals.

## APPENDIX "A"

### Organizations that receive an Annual Unconditional Grant

Organization	Unconditional Grant Amount Details
Canada Day Committee	\$550
Other - An organization wishing to beautify the Village	Up to \$5,500 based on budget submitted for the sole purpose of planting the desert and other Village owned planters throughout the downtown core.
Ashcroft HUB Society	Up to \$5,000 reimbursement for based on actual expense report submitted at the end of each season for snow removal and irrigation / law maintenance.

**APPENDIX "B"**  
**VILLAGE OF ASHCROFT**  
**UNCONDITIONAL GRANT APPLICATION**

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe how the requested grant money will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What amount of Grant funding is being requested? \$ \_\_\_\_\_

Total of anticipated expenses \$ \_\_\_\_\_

Did you receive a Grant last year? Yes \_\_\_\_ No \_\_\_\_

If yes, what was the amount of the grant? \$ \_\_\_\_\_

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 or via email: to: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca).

Applications for Unconditional Grants will be reviewed at the next scheduled Council meeting following the receipt of the request.

**APPENDIX "C"**  
**VILLAGE OF ASHCROFT**  
**GRANT IN AID APPLICATION – ORGANIZATIONS**

Organization Official Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Briefly describe your organization's purpose:

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Briefly describe how the requested grant money will be used:

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What amount of Grant in Aid is being requested? \$ \_\_\_\_\_

Total organization operating budget for current year \$ \_\_\_\_\_

Total budget for project the grant is being applied for \$ \_\_\_\_\_

Did you receive a Grant in Aid last year? Yes \_\_\_\_ No \_\_\_\_

If yes, what was the amount of the grant? \$ \_\_\_\_\_

Attachments: Please provide the following to your application (if available):

- Financial Statement, Current Year Budget, Project Budget

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 or via email: to: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca).

Applications will be considered by Council twice per year at the first Committee of the Whole COW) meeting in March and September. Applications must be received by February 28/29<sup>th</sup> and August 31<sup>st</sup> to be considered.



**VILLAGE OF ASHCROFT  
GRANT IN AID APPLICATION – ORGANIZATIONS**

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Application confirmed to be complete:                      Date: \_\_\_\_\_

Checklist:            Completed application form:                      \_\_\_\_\_

                         Financial Statement:    \_\_\_\_\_

                         Budget for current year:    \_\_\_\_\_

                         Project Budget:    \_\_\_\_\_

Category:            Arts & Culture: \_\_\_\_\_

                         Sports & Recreation: \_\_\_\_\_

                         Museum & Heritage: \_\_\_\_\_

                         Social/Educational/Environmental/Other: \_\_\_\_\_

Amount of Grant in Aid Applied for: \$ \_\_\_\_\_ Approved: \$ \_\_\_\_\_

   Denied: \_\_\_\_\_

Comments:

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Letter sent to applicant regarding decision                      Date: \_\_\_\_\_

Cheque sent to applicant if applicable                                      Date: \_\_\_\_\_

**APPENDIX "D"**  
**VILLAGE OF ASHCROFT**  
**GRANT IN AID REPORT FORM – ORGANIZATIONS**

Organization Official Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Grant Amount Received: \$\_\_\_\_\_ Date of Grant Award: \_\_\_\_\_

**How was the grant money used?**

Provide a brief description of how the funds were allocated. Please list any specific activities, programs, or purchases made with the grant.

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**Total Expenditures:**

Total anticipated expenses (as outlined in the application):

\$

**Actual total expenditure:**

\$

**Did the actual expenses differ from the anticipated expenses?**

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please provide an explanation of the differences:

[Explain any variations]

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**What outcomes were achieved with the grant?**

Please describe any outcomes, results, or impacts of the activities funded by the grant.  
Include any data or metrics to support the success of the funded project.

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**Challenges or obstacles faced:**

Were there any challenges or issues faced during the execution of the funded project? How were they addressed?

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**Future Plans:**

Do you plan to continue this project or activity in the future? If so, how will it be sustained?

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**Signature of Grant Recipient:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX "E"**  
**VILLAGE OF ASHCROFT**  
**GRANT IN AID APPLICATION – INDIVIDUAL**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe how the requested grant money will be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What amount of Grant in Aid is being requested? \$ \_\_\_\_\_

Total of anticipated expenses \$ \_\_\_\_\_

Did you receive a Grant in Aid last year? Yes \_\_\_\_ No \_\_\_\_

yes, what was the amount of the grant? \$ \_\_\_\_\_

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 or via email: to: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca).

Applications will be considered by Council twice per year at the first Committee of the Whole (COTW) meeting in March and September. Applications must be received by February 28/29<sup>th</sup> and August 31<sup>st</sup> to be considered.



**VILLAGE OF ASHCROFT  
GRANT IN AID APPLICATION – INDIVIDUAL**

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Application confirmed to be complete:      Date: \_\_\_\_\_

Checklist:      Completed application form: \_\_\_\_\_

Financial Statement: \_\_\_\_\_

Budget for current year: \_\_\_\_\_

Project Budget: \_\_\_\_\_

Category:      Arts & Culture: \_\_\_\_\_

Sports & Recreation: \_\_\_\_\_

Museum & Heritage: \_\_\_\_\_

Social/Educational/Environmental/Other: \_\_\_\_\_

Amount of Grant in Aid Applied for: \$ \_\_\_\_\_ Approved: \$ \_\_\_\_\_

Denied: \_\_\_\_\_

Comments:

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Letter sent to applicant regarding decision      Date: \_\_\_\_\_

Cheque sent to applicant if applicable      Date: \_\_\_\_\_



**APPENDIX "F"**  
**VILLAGE OF ASHCROFT**  
**GRANT IN AID REPORT FORM – INDIVIDUALS**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Amount Received: \$\_\_\_\_\_ Date of Grant Award: \_\_\_\_\_

**How was the grant money used?**

Provide a brief description of how the funds were allocated. Please list any specific activities, programs, or purchases made with the grant.

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**Total Expenditures:**

Total anticipated expenses (as outlined in the application):

\$

**Actual total expenditure:**

\$

**Did the actual expenses differ from the anticipated expenses?**

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please provide an explanation of the differences:

[Explain any variations]

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**What outcomes were achieved with the grant?**

Please describe any outcomes, results, or impacts of the activities funded by the grant.  
Include any data or metrics to support the success of the funded project.

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**Challenges or obstacles faced:**

Were there any challenges or issues faced during the execution of the funded project? How were they addressed?

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**Future Plans:**

Do you plan to continue this project or activity in the future? If so, how will it be sustained?

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**Signature of Grant Recipient:** \_\_\_\_\_

**Date:** \_\_\_\_\_