



## COUNCIL POLICY

<b>TITLE:</b> Grants In Aid Policy Organizations / Individuals		<b>POLICY #:</b> C-01-2022
<b>Authority:</b> Council	<b>Effective Date:</b> August 26, 2008 <b>Review Date:</b> Annually	
<b>Issued By:</b> Kris Hardy, Executive Assistant <b>Issued Date:</b> February 15, 2022	<b>Approved By:</b> Council <b>Approved Date:</b> August 26, 2008 <b>Updated:</b> February 14, 2022 <b>Resolution #:</b> R-2022-24	

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**PURPOSE:** To establish procedures to provide fair and equitable decisions regarding applications for Grants in Aid to the Community

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### **POLICY:**

This Policy addresses the Village of Ashcroft provides Grant-in-Aid funding in order to assist non-profit societies/organizations that provide a community benefit. Funding is not guaranteed from year to year to encourage organizations to work toward financial independence.

A Grant in Aid may also be given to a group or individual that will be representing the community at a provincial or national event.

Each year, as part of the budget process, Council will establish a maximum amount for Grant in Aid funding for the year's budget. No single Grant in Aid will exceed the amount of \$500 (five hundred dollars). No single Grant in Aid will exceed 25% of the proposed budget for the event.

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. Applications will be considered from non-profit societies and organizations as well as individuals.

The attached application form must be used and accompanied by the required additional documentation listed below:

- latest financial statement
- budget summary
- project budget
- annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specific criteria will be reviewed by Council.



Staff will prepare a summary report for each of the applications received, confirming eligibility requirements. This report will be attached to the applications and the applications sorted according to the categories listed below. Staff will prepare a report by category, listing the society/organization name and the amount applied for.

Grant in Aid Categories are:

- Arts and Culture
- Sports and Recreation
- Museums and Heritage
- Social, Educational, Environmental and Other

Preference given to the following:

- requests from an individual or group/team that has earned the right to represent Ashcroft at provincial or national competition;
- requests for one-time only start-up costs for new programs;
- requests for one-time events that have a benefit to the Municipality;
- requests that show initiative to work toward financial independence;
- requests for operating costs for societies/organizations showing a significant benefit to the Municipality (as per the following criteria):
  - societies/organizations that promote volunteer participation and citizen involvement;
  - societies/organizations that use new approaches and techniques in the solution of community needs;
  - societies/organizations whose activities/programs are accessible to a large portion of the community's residents;
  - societies/organizations that exercise coordination, cooperation and collaboration with other groups to prevent duplication of projects, programs, services or events.

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

All successful applicants must notify the Village in writing, once the grant monies have been spent, and provide detail on how the money was used.

### **Policy Goal**

It is intended that the policy will better facilitate the decision making process and provide a fair and equitable means of providing Grants in Aid to the citizens of Ashcroft.



**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:

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe how the requested grant money will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: [ea@ashcroftbc.ca](mailto:ea@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: \_\_\_\_\_



**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 \_\_\_

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: [ea@ashcroftbc.ca](mailto:ea@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 – 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: \_\_\_\_\_