



THE CORPORATION OF THE CITY OF VERNON
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Corporate Policy Manual

Section:		
Sub-Section:		
Title:	Community Grant Policy	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by:	Amendment Approved by:	
Mayor Date:	Date:	

POLICY

The City supports the enhancement of a positive quality of life for all its residents. One means of achieving this goal is through the provision of grants to organizations that contribute to the general interest and advantage of the City. This policy has been formulated to foster consistency with the awarding of grants to groups whose benefits and services are enjoyed by the residents of the City.

The awarding of grants is solely within council's discretion; Council may deny any and all grant requests.

This policy is in effect subject to the continuance of ongoing annual funding. Funding for the initial year is set at \$ 75,000. Unspent funds in one fiscal year will be automatically rolled over to the following year. This policy will be reviewed one year after its initial adoption and biannually thereafter, or as otherwise directed by City Council.

Organizations receiving \$ 25,000 in a single year or \$ 50,000 over a five year period must submit, at their expense, audited financial statements to the City for each year were these conditions apply.

DEFINITIONS

Application means the documents listed in Section 2.1

Application Deadline means September 30 of the year prior to the budget year in question.

Capital Expenditure means providing an asset in the City of Vernon that is significant and is of lasting benefit which does not require ongoing capital investment to be sustained. Capital expenditures do not include the purchase of office furniture, computers or other equipment.

Community Based means a non-restricted membership group or organization:

- (a) whose practices are consistent with the City's Strategic Directions; and
- (b) who provide Projects which positively and directly impact the City or its residents.

Project means a one-time event or one-time program which is not part of an ongoing operating budget.

Regional Funding means a funding source from surrounding communities or the regional district.

Resident means an individual who resides in the City.

PROCEDURES

1.0 Eligibility for Grants

- 1.1 Each year, the City will award community grants to the following organizations under the following general parameters:.
- 1.2 An organization which wishes to be considered for a community grant will have to submit an Application.
- 1.3 Each year, the City will award community grants to organizations for the purpose of funding a Project or Capital Expenditure. An organization must meet the following criteria in order to qualify for a grant:
 - (a) The organization must be non-profit or registered society;
 - (b) The organization must be Community Based;
 - (c) The organization is providing a service which is not provided for by any other group or organization within the City or which is provided for in another municipality and is used by Residents.
 - (d) The organization is willing to provide an evaluation of the use of the grant at the end of the calendar year or the end of the Project or completion of the Capital Expenditure which ever occurs later.
 - (e) The grant will not be used as “seed” money for a Project or Capital Expenditure but rather to supplement the organization’s existing funding sources.
- 1.4 An organization is not eligible for a grant and the request will be denied if the grant:
 - (a) Is part of an ongoing operating budget;
 - (b) Is for retroactive funding or to cover a deficit;.

- (c) Is to be used for office equipment or furniture (including computers).
- (d) The community group is in receipt of regional funding.
- (e) The community group is applying for funding for programs and or services that fall under the scope of regional services.

1.4.1 Despite Section 1.4, if the City provided an ongoing operating grant to an organization in 2008, the same grant will be considered eligible in the future provided the organization submits an Application noted in Section 1.2.

2.0 Application Process

2.1 The organization must submit the following documents which form the Application to apply for a grant:

- (a) A signed, completed application form;
- (b) The most recent set of Financial Statements;
- (c) The minutes of the most recent Annual General Meeting;
- (d) A list of the members of the executive (including positions held, address and contact numbers);
- (e) Confirmation of registered society status, if applicable.
- (f) A profile and history of the organization and its accomplishments.

2.1.1 Incomplete Applications will not be considered.

2.2 The organization must submit the Application to the Manager of Finance, at Vernon City Hall no later than 4:00 pm on the Application Date, or if the City Hall is closed on that day, on the next following day on which the City Hall is open.

2.2.1 An Application received after the Application Deadline will be marked as "late" and will not be considered for funding unless:

- (a) there are still monies available, after the consideration of all other Applications.
- (b) further funding reviews of late applications will be made on a quarterly basis for those applications received up to December 31, March 31, June 30, and September 30 each year.

2.3 The Manager of Finance will do the following:

- (a) review all Applications to ensure policy compliance; and

- (b) forward the Applications to the Committee of the Whole for consideration and recommendation by City Council.

3.0 Council Consideration

- 3.1 The Finance Committee will consider the following factors when determining to which organizations it will provide a grant:
 - (a) The extent to which an application demonstrates that there is need for the Project or Capital Expenditure in the community;
 - (b) The extent to which the profile and history of the organization and its accomplishments and organization's goals and objectives are supportive of, or align with the City's Strategic Directions;
 - (c) The degree to which the grant will support the enhancement of a positive quality of life for all its Residents;
 - (d) The extent to which the organization has obtained other sources of funding (e.g. Federal or Provincial Government funding, corporate sponsorships, fundraising campaigns, etc.);
 - (e) The availability of funds budgeted for grants;
 - (f) The need(s) of the organization requesting funding;
 - (g) The degree of demonstrated economic development, environmental stewardship or social benefit that may be generated by the award of a community grant.

Approval of the grant by Council in one year does not mean that future Applications by the same organization will be approved.