



THE CORPORATION OF THE CITY OF VERNON
 3400 – 30th Street, Vernon, B.C. V1T 5E6
 Telephone: (250) 545-1361 FAX: (250) 545-4048
 website: www.vernon.ca

Corporate Policy Manual

Section:		
Sub-Section:		
Title:	Council Discretionary 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 and preservation 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 deal with requests that do not meet the criteria for the Community Grant program, but will provide benefits to the community.

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 where these conditions apply.

DEFINITIONS

Application means the documents listed in Section 2.1

Application Deadline means the 15th day of each quarter commencing with March 15th of each budget year.

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 An organization which wishes to be considered for a community grant will have to submit an Application.
- 1.2 Each year, the City may award community grants to organizations for the purpose of providing funding. 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 must not have already received a grant in the current fiscal year.
 - (d) The organization may only submit one application per fiscal year.
- 1.3 An organization is not eligible for a grant and the request will be denied if the grant:
 - (a) Is for retroactive funding or to cover a deficit.
 - (b) The organization is in receipt of regional funding.
 - (c) The organization is not currently receiving grants or other assistance from the City of Vernon.

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 Applications for funding will be made on a quarterly basis for those applications received up to March 15, June 15, September 15 and December 15th each year.

An Application received after the Application Deadline will be marked as “late” and will be considered for funding at the next quarterly review providing:

there are still monies available in the program.

- 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.
 - (c) where funds have been exhausted for the current fiscal year the Manager of Finance will advise the applicant by letter, and forward a copy of the notification to Mayor and 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 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 means that applications by the same organization will not be approved in the following year.