

## **COMMUNITY GRANTS POLICY 3.16**

Established by Council on August 24, 2020 – Resolution No. 31599  
Amended by Council on September 28, 2020 – Resolution No. 31653

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The District of Mackenzie has adopted a Community Grants Policy to provide financial and in-kind support to community associations and other community organizations. This support is in recognition of these groups as a valuable resource in assisting the municipality to provide a strong community focus.

### **PURPOSE**

The purpose of this policy is to define guiding principles and establish procedures for the administration of these Grants.

### **OBJECTIVE**

The objectives are:

- Support not-for-profit organizations serving the District of Mackenzie
- Strengthen and enhance the well-being of our community
- Promote volunteerism
- Meet the goals and objectives of the District's Official Community Plan and *Council Priorities*
- Provide a fair, consistent, effective and efficient evaluation process
- Promote transparency and accountability

### **ELIGIBILITY**

In order to qualify for a Community Grant the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families.
- Duplicate or replace services that fall within the mandate of senior levels of governments or local service agencies.
- Support a Provincial or National fundraising campaign.
- Be of a commercial nature.

## **FUNDING CATEGORIES**

- 1. Rent Subsidy** - By providing the District-owned and operated facilities at no charge for specific events. As per District of Mackenzie Policy 8.2, the District also provides accommodation or equipment storage space free of charge to non-profit or sports organizations that are presently allocated space in the Recreation Services Complex and the Ernie Bodin Community Centre subject to availability.
- 2. Capital Expenditure** - By providing cash grants or in-kind grants for capital projects. In recognition of the costs of these projects, the District may contribute up to 50% of the eligible costs of a project to a maximum of \$2,000.
- 3. Special Project** – By providing annual cash grants and/or in-kind grants for a one-time special or annual event, program or activity.
- 4. Fee for Service Agreements** – By providing cash grants and/ or in-kind grants for on-going operational support. The District may consider entering into this type of agreement when the recipient is a not-for-profit organization delivering a service or program that extends the reach of District programs and services. The length of the agreement will not exceed three (3) years and all recipients shall provide reporting regarding service delivery as requested.

## **EVALUATION CRITERIA**

### **Community Need – 20%**

Evidence of community need. Services are not currently provided elsewhere or are not sufficient.

### **Potential Community Benefit – 20%**

Widespread benefit and contribution to the wellbeing of the community in general.

### **Community Partnerships & Support – 15%**

Organization has partnerships within the community and support from other sources (financial and in-kind).

### **Feasibility – 15%**

Ability of the organization to deliver the proposed program, project, service or event – e.g. sufficient volunteers, appropriate venue.

### **Public Access – 10%**

E.g. hours of operation, facility is available to the general public as well as members, provision of needed equipment (may be for a fee).

### **Financial Management – 20%**

Evidence of financial need and appropriate records provided.

## **CONDITIONS**

1. Any in-kind grant shall be the equivalent of the full rental rate for the space or the charge out rate for staff time and equipment use generally used when costs are recovered, or actual costs of labour and material. These rates will ensure the full value of the investment in the community partnership is recognized. The District Chief Financial Officer shall receive input from the appropriate District staff regarding the financial value of the grant and ability of the department to deliver the service for all requests.
2. Notwithstanding the method and/or level of support given to any voluntary non-profit organization in any year all organizations shall be subject to annual eligibility reviews by the District.
3. Council shall approve no application for a grant if, in so doing, it would cause Council to exceed the annual grants budget set in the Annual Financial Plan for the new fiscal operating year of the municipality commencing January 1.
4. Council shall allocate, at minimum, \$2,500 from the annual grants budget towards the secondary March application intake. In addition, any undistributed funding from the first application intake of September 15<sup>th</sup> will be allocated to the March 15<sup>th</sup> intake.
5. All successful applicants shall provide annual reporting to the Corporate Services Department by November 30<sup>th</sup> of each year that includes information related to the programs, services and/or events delivered. A completed report is a requirement for consideration of future applications.
6. All organizations involved in a fee-for-service agreement with the District must provide an in-person presentation to Council in December of each year of the Agreement, highlighting accomplishments, goals and objectives, benefits provided to the community and a financial statement outlining how the District's funding was utilized.
7. All requests for grants must be accompanied by a current and, if applicable, audited financial statement or latest Income Tax Return, together with a Revenue and Expenditure Budget Statement for the ensuing year or the project the aid is being requested to fund.
8. All requests must indicate whether requests for the current year have been submitted to other organizations or levels of government. All requests must indicate whether partnerships with other agencies have been investigated.
9. All requests must provide aims and objectives to determine overlaps with a similar agency or if a uniting of agencies for a similar purpose could occur.
10. All requests must outline the benefits provided to the citizens of Mackenzie (e.g. Hall facilities – number of public users per year, or Recreation facilities – number of public users per year).

11. Requirements for Comprehensive General Liability coverage may be required.
12. The District's Grant Adjudication Committee will review and evaluate all applications to determine whether the applicant meets the criterion and provides benefit to the residents of Mackenzie. The Grant Adjudication Committee will provide grant award recommendations to Council. Council will determine the final extent of assistance and identify constraints which should be placed on the funding.
13. Successful applicants agree to have their name or society name, project name, and the amount of assistance published by the District on media releases, web sites, or in any other medium desired by the District.

## **PROCESS**

- Applications can be found on the District's website: [www.districtofmackenzie.ca](http://www.districtofmackenzie.ca).
- Grant applications must be submitted prior to one of two application intake deadlines as follows:
  - By September 15<sup>th</sup> of the preceding year; or
  - By March 15<sup>th</sup> of the current year.
- Submit applications to:  
  
District of Mackenzie  
ATTN: Corporate Services  
Bag 340, 1 Mackenzie Boulevard  
Mackenzie, BC, V0J 2C0
- Applications will be administered through the Corporate Services Department.
- The Grant Adjudication Committee, composed of two members of Council, will review applications and make recommendations to Council.
- Applicants will be notified in writing whether or not their grant request is approved.