



**Alberni-Clayoquot Regional District  
POLICY**

<i>Title:</i> <b>Grant-in-Aid Policy</b>	<i>Number:</i> <b>A-1</b>
<i>Authority:</i> Local Government Act – Sections: 181, 182, 176 (1) (c), 804 (g)	<i>Date Adopted:</i> December 7, 2012
<i>Historical Changes:</i> Rescinds current Grant-in-Aid Policy dated October 28, 2009	<i>Cross Reference:</i> Finance Department

The Alberni-Clayoquot Regional District provides Grant-in-Aid assistance once a year in order to assist local non-profit organizations that provide a benefit to one or more electoral areas in the Region or the entire Regional District.

The purpose of this Policy is to establish a consistent and accountable process for dealing with Grant-in-Aid Applications in the Alberni-Clayoquot Region.

**Part 1 – Definitions**

The following definitions apply to this policy:

*Applicant* means the organization applying for a Grant-in-Aid.

*Board* means the Alberni-Clayoquot Regional District Board of Directors.

*Grant-in-Aid* means financial assistance or in-kind assistance from the Alberni-Clayoquot Regional District.

*Region* means the Alberni-Clayoquot Region.

*Regional District* means Alberni-Clayoquot Regional District.

**Part 2 – Eligibility**

1. Organizations must meet the following criteria in order to be in consideration for a *Grant-in-Aid*:

- a) Must be a non-profit organization;
- b) Must be local in nature, in that the *Grant-in-Aid* requested is for a specific service to the residents of the *Region*;

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sprout Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



**ALBERNI-CLAYOQUOT  
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- c) Must provide a social enrichment service to the entire *Regional District* or a specific area in the *Regional District*;
  - d) Must demonstrate that the service provided fills a need in the community, and that there is no overlapping with services already existing; and;
  - e) The organization must have sound financial and administrative management.
2. The *Regional District* will not provide a *Grant-in-Aid* to an industrial, commercial or business organization.
  3. A *Regional District* will not provide a *Grant-in-Aid* to subsidize activities that are the responsibility of senior levels of government.
  4. No double dipping. Organizations that have applied for a *Grant-in-Aid* from the City of Port Alberni, District of Tofino or District of Ucluelet will not be eligible for a *Grant-in-Aid* through the *Regional District*.

**Part 3 – Grant-in-Aid Application Process**

1. At the beginning of January each year, staff will advertise the process for organizations to submit a *Grant-in-Aid* application to the *Regional District* for consideration in the current year.
2. Organizations must submit the following documentation as part of their application process:
  - a. *Grant-in-Aid* Application Form (Appendix A);
  - b. Annual Report for the organization;
  - c. Current years budget and latest financial statement for the organization, noting any other sources of funding; and;
  - d. Brief report outlining what the *Grant-in-Aid* will be used for.
3. *Grant-in-Aid* applications must be submitted to the Manager of Finance at the *Regional District* Office no later than January 31<sup>st</sup> of each year.
4. Late applications will not be accepted and will be returned to the *Applicant*.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



#### **Part 4 – Approval Process**

1. The Manager of Finance reviews each application to ensure the organization is eligible and the correct documentation has been submitted.
2. All eligible applications will be presented at a special Committee of the Whole meeting providing an opportunity to review applications and make recommendations to the Board of Directors. If requested, the applications will be presented to the applicable area committee.
3. The *Board* will consider the recommendations from the Committee of the Whole and will decide whether to approve *Grant-in-Aid* applications prior to adoption of the *Regional District's* financial plan at the end of March, each year.
4. The *Board* may request organizations to make a presentation on their *Grant-in-Aid* Application, prior to the *Board* making their final decision.

#### **Part 5 – Release of Grant-in-Aid**

1. In April of each year, the Manager of Finance will advise the *Applicants* in writing as to whether or not they have been awarded a *Grant-in-Aid*, and if awarded, the amount of financial assistance. Where the *Grant-in-Aid* awarded is for in-kind assistance, the *Applicant* will be advised in writing, the details of their in-kind *Grant-in-Aid*.
2. Organizations awarded *Grant-in-Aid* assistance will receive their funding on August 1<sup>st</sup>, each year.
3. If the organization requires their *Grant-in-Aid* funding before August 1<sup>st</sup>, they must submit in writing, to the Manager of Finance, a request for early release of their *Grant-in-Aid*.
4. Organizations awarded a *Grant-in-Aid* must submit a final report to the Manager of Finance no later than December 31<sup>st</sup> of the current year. The report must include how the funds were expended.
5. *Grant-in-Aids* are not guaranteed from year to year.
6. Organizations are encouraged to work toward financial independence.

## Grant-in-Aid Application Form

Name of Organization	
Mailing Address:	
Contact Name:	Phone Number:
Email Address:	

Grant Requested:	<input type="checkbox"/> Grant Assistance <input type="checkbox"/> In-Kind Assistance Amount \$ _____      Details: _____
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1. Is your organization non-profit?  yes     no
2. Is your organization a registered non-profit society in BC  yes     no

If yes, please provide your Society Registration Number: \_\_\_\_\_

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |                                                            |                                                            |
|------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Entire Regional District          | <input type="checkbox"/> City of Port Alberni              |
| <input type="checkbox"/> District of Tofino                | <input type="checkbox"/> District of Ucluelet              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)     | <input type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)   | <input type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

5. Please describe how the services provided by your organization fill a need in the community:

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

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

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

7. Has your organization received a Grant-in-Aid in the past from the Regional District?  
 yes     no                      If yes, complete the following:

Year: \_\_\_\_\_ Amount: \_\_\_\_\_  
Year: \_\_\_\_\_ Amount: \_\_\_\_\_

8. Please include with your application, copies of the following:

- (a) **Annual Report;**
- (b) **A copy of your organizations current year budget and latest financial statement;**
- (c) **A brief report outlining what the Grant-in-Aid would be used for.**

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

**General Manager of Administrative Services  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
or by e-mail to: wthomson@acrd.bc.ca**

The **Deadline** to Submit Grant-in-Aid Applications is **January 31<sup>st</sup>** of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas: