



Title:	Grant-in-Aid Policy	
Departments:	All	
ACRD Board Policy <input checked="" type="checkbox"/>	Date Adopted:	November 27, 2024
Administrative Policy <input type="checkbox"/>	Effective Date:	

PURPOSE:

The purpose of this policy is to establish Grant-in-Aid (GIA) categories, eligibility requirements, application criteria and final reporting requirements for funding provided by the Alberni-Clayoquot Regional District (ACRD).

SCOPE:

This policy applies to all Board members, employees, and applicants to the ACRD Grant-in-Aid program.

POLICY:

- 1) The Board, at its discretion, may provide grant funds to a **Registered Organization, Registered Charity, Non-profit or not-for-profit, Society or societies** for services, projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region.
- 2) GIA applications greater than \$500 are accepted from **Registered Organizations** only.
- 3) GIA applications less than \$500 are accepted from non-registered organizations or groups demonstrating a community need and whose objectives are charitable in nature.
- 4) GIA's issued for less than \$500 are issued on a one-time basis only. Further GIA applications will be required to be submitted through **Registered Organizations**.
- 5) Receipt of a GIA does not guarantee funding in the future.
- 6) Recipients must use the GIA only for the purpose of which the application was approved.
- 7) GIA's must be used within 12 months of being approved. Unused GIA funding not spent within 12 months must be returned to the ACRD no later than 30 days after the 12-month period allotted.
- 8) Successful applicants will be required to complete a final report to ensure the grant funds were used according to the objective outlined in the approved application.
- 9) Failure to submit final reporting requirements will eliminate the ability to apply for a GIA in the following year.
- 10) GIA recipients are encouraged to work towards financial independence where possible.

- 11) GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government.
- 12) The authority to provide grants of assistance is set out in the *Local Government Act* and provides corporate powers of a Board to provide assistance for the purpose of benefitting the community or any aspect of the community.

Definitions:

In-Kind Services means the provision of service for no cost, including labour or equipment, and rental fee waivers.

Registered Organization includes an organization, a society, a non-profit or not-for profit organization, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Registered Charity means charitable organizations, public foundations, or private foundations that are created and resident in Canada. For the purposes of this policy a Registered Charity must use their resources for charitable activities and have charitable purposes that provide benefit to the region in building stronger, more resilient and equitable communities.

Non-profit or not-for-profit organizations means associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. For clarity, a ***Non-profit or not-for-profit*** organization does not include a Community Contribution Company (CCC).

Society or societies are independent, democratic organizations that are required to comply with the Societies Act and their own constitution and bylaws. Societies do not earn any profits for its members. All money is donated to the organization's cause or goal.

Grant-in-Aid Categories:

Regional Grant-in-Aid

Participants:

City of Port Alberni	District of Ucluelet	District of Tofino
Bamfield Electoral Area	Beaufort Electoral Area	Long Beach Electoral Area
Sproat Lake Electoral Area	Beaver Creek Electoral Area	Cherry Creek Electoral Area

Regional Grant-in-Aids are intended for services, projects or initiatives that are regional in nature and provide benefit across the region and to residents and visitors to the region.

Alberni Valley & Bamfield Grant-in-Aid

Participants:

City of Port Alberni	Bamfield Electoral Area	Beaufort Electoral Area
Sproat Lake Electoral Area	Beaver Creek Electoral Area	Cherry Creek Electoral Area

Alberni Valley & Bamfield Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Alberni Valley and Bamfield.

West Coast Grant-in-Aid

Participants:

District of Ucluelet	District of Tofino	Long Beach Electoral Area
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West Coast Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors in the West Coast region.

Bamfield Electoral Area Grant-in-Aid

Participants:

Bamfield Electoral Area

Bamfield Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Bamfield Electoral Area.

Beaufort Electoral Area Grant-in-Aid

Participants:

Beaufort Electoral Area

Beaufort Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Beaufort Electoral Area.

Long Beach Electoral Area Grant-in-Aid

Participants:

Long Beach Electoral Area

Long Beach Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Long Beach Electoral Area.

Sproat Lake Electoral Area Grant-in-Aid

Participants:

Sproat Lake Electoral Area

Sproat Lake Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Sproat Lake Electoral Area.

Beaver Creek Electoral Area Grant-in-Aid

Participants:

Beaver Creek Electoral Area

Beaver Creek Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Beaver Creek Electoral Area.

Cherry Creek Electoral Area Grant-in-Aid

Participants:

Cherry Creek Electoral Area

Cherry Creek Grant-in-Aids are intended for services, projects of initiatives that provide benefit to residents and visitors to the Cherry Creek Electoral Area.

GIA applicants may apply to more than one electoral grant-in-aid category if a service, project or initiative spans across more than one electoral area.

Financial:

Budgets for each of the above GIA categories are set each year as part of the ACRD Financial Plan that is adopted by March 31st each year. As a result, the maximum amount of grant funding available for allocation by each category will be set prior to the GIA application deadline and will not be able to be increased.

PROCEDURES:

Application Deadlines:

GIA Application Deadline: Annually on April 30.

Grant deliberations will occur in late May or early June and funding will be issued in August. Release of funds prior to August may be considered by submitting a written request to the ACRD's finance department.

Application Process:

Required Documentation:

- (a) GIA Application Form (identify the proposed service, project or initiative, identify the benefit of the activities, date of activities, identify funding request or in-kind request)
- (b) Budget Spreadsheet (detail the budget for the proposed service, project or initiative. Include other sources of funding that have been confirmed and identify other grant applications).
- (c) Latest Financial Statements

GIA applications must include all documentation requested in the application form and must be submitted via email to GIA@acrd.bc.ca or delivered to:

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

Approval Process:

Eligible applications will be presented in the following manner:

- (a) Regional GIA applications will be reviewed at a Committee of the Whole meeting with recommendations presented to the Board for approval.
- (b) Alberni Valley & Bamfield GIA applications will be reviewed at an Alberni Valley and Bamfield Area Services Committee meeting with recommendations presented to the Board for approval.
- (c) West Coast GIA applications will be reviewed at a West Coast Committee meeting with recommendations presented to the Board for approval.
- (d) All Electoral Area GIA applications will be sent to individual EA directors for their review. EA director recommendations will be shared with staff and will be presented to the Board for approval.

ACRD staff will advise all applicants in writing by June 30th as to whether or not they have been awarded a GIA, and if awarded, the amount of financial assistance.

Final Reporting:

Those awarded a GIA, must submit a Final Report to the ACRD no later than March 31st of the following year utilizing the Final Report form, detailing how the funds were utilized. Failure to submit the Final Report eliminates an organization's ability to apply for a GIA in the following year.