

# Discretionary Grants-in-Aid Application Form

## Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.:

2. Project Title:

3. Applicant/Organization. Must be an eligible applicant.

a) Legal Name of Organization:

b) Mailing Address:

c) City:

d) Postal Code:

e) Main Contact for Application:

f) Telephone #:

g) Email:

4. Sponsored Organization. Only complete if applicable.

a) Legal Name of Organization:

b) Mailing Address:

c) City:

d) Postal Code:

e) Main Contact for Application:

f) Telephone #:

g) Email:

## Section B – Grant Request

1. Enter the grant amount you are requesting from each electoral area.

Electoral Area A \$ \_\_\_\_\_

Electoral Area E \$ \_\_\_\_\_

Electoral Area B \$ \_\_\_\_\_

Electoral Area F \$ \_\_\_\_\_

Electoral Area C \$ \_\_\_\_\_

Electoral Area G \$ \_\_\_\_\_

Total Funding Request: \$ \_\_\_\_\_

### Electoral Area Descriptions:

**Area A:** rural Elk Valley

**Area B:** South Country

**Area C:** rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner

**Area E:** rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck

**Area F:** rural Canal Flats to rural Invermere

**Area G:** Wilmer to Spillimacheen

## Office Use Only

### EAAC Recommendations

A		E	
B		F	
C		G	

### Board Resolution

Board Date:	
Resolution No:	
Approved/Denied (\$):	

Total EAAC Recommendation:

Funding changes at Board from EAAC recommendation:

**2. Purpose of Grant.**

Provide a clear description of the nature of the project and how the grant will be used.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

**4. Benefits.**

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

**Section C – Required Additional Information**

All applications **must** include the following additional information:

**Project Budget**

- Provide a budget detailing revenue, expenditures and in-kind contributions. The budget must clearly show all funds received from other sources.

**Project Partners**

- Identify any partners or resources which will be assisting you during this project.

*Additional information is not to exceed 6 single-side pages or 3 double-side pages.*

Proposals may be submitted by mail, email, fax or dropped off to:

Attention: Corporate Services  
Regional District of East Kootenay  
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Email: corporateservicesdept@rdek.bc.ca

Fax: 250-489-3498

The Discretionary Grants-in-aid Policy has been included with the application for your reference.



## **Discretionary Grants-In-Aid Policy**

The RDEK Board has, by Bylaw No. 957, established a service for the giving of discretionary grants in aid (hereinafter referred to as “grants”) to organizations that benefit the communities within the Electoral Areas. Following are set conditions to receive such grants.

### **1. Application Requirements**

When applying for grants, organizations must state the nature of the project, specifically how the funds may be used, the amount of funding required, and any other information required under this policy.

Applications are required to include the project partners and project budget detailing revenue, expenses, funds received from other sources and in-kind contributions.

Grants are for a single project to be carried out within two years and are not intended to be long term, extended or blanket grants, except as allowed under Multi-Year Grants.

### **2. Private Sector Proposals**

In general, the grants are for meeting community/public rather than private needs. Therefore, grants are only available to registered non-profit organizations. Any private sector proposal that comes forward must be sponsored by a non-profit community organization and must clearly demonstrate community benefits.

### **3. Area of Expenditure**

Funds provided by the RDEK must be expended only within the Electoral Area from which the grant is received; however, applications for projects outside the Electoral Area may be considered provided it is clearly demonstrated that the project benefits communities within the Electoral Area.

### **4. Funds for Government Activities**

Grants may not be used to relieve any level of government of its legal or financial obligations. Grants may be used to add value to government activities already in the Electoral Area, not replace those activities.

### **5. Approval Process**

Grant applications must be submitted in writing to the RDEK. The applications may then be referred to the Electoral Area Advisory Commissions for recommendation to the Electoral Area Director who will decide whether the application will proceed to the RDEK Board for final approval.

#### **(a) Small Emergent Grants:**

Small emergent grants of \$500 or less that require funding decisions before the next RDEK Board of Directors meeting may be approved upon written consent of the Electoral Area Director and the Chief Financial Officer (or designate). No emergent grants will be processed for the period beginning the first day in which nomination papers are made available prior to an election date for elected officials of the RDEK and ending immediately following the earlier of the election date or acclamation. Emergent grants will be reported to the Electoral Area Services Committee.

## Discretionary Grants-in-Aid Policy

**(b) Multi-Year Grants:**

The RDEK Board may approve a multi-year grant to an organization, under special circumstances, for a period not to exceed five years. The application will be presented to the RDEK Board under separate report. If ongoing funding is required after the five year period, the grant must be included in an existing service or a new service must be established.

As an exception to the above, multi-year grants to local governments and first nations are permissible for consecutive multi-year periods with each period not to exceed five years. A new application must be submitted for each multi-year period.

**6. Release of Funds**

**(a) Grants Over \$1,000**

Funds will be released to the applicant upon receipt of RDEK Board approval and submission of copies of invoices or, where invoices are unavailable, documentation acceptable to the RDEK proving that funds were expended for the approved purpose. At the discretion of the Chief Financial Officer (or designate), funds may be released prior to the submission of required invoices or documentation where the applicant has demonstrated need to the satisfaction of the Chief Financial Officer (or designate).

**(b) Grants of \$1,000 or Less**

Funds will be released to the applicant upon receipt of RDEK Board approval. A statement of revenues and expenses is required upon completion of the project.

**(c) Multi-Year Grants**

The annual funds will be released to the applicant following their submittal to and approval by the RDEK of a copy of the budgeted revenues and expenses for that year with the exact payment date to be determined by the Chief Financial Officer (or designate).

**7. Unspent Funds**

Any unspent portion of a grant must be returned to the RDEK.

**8. Retention of Documentation**

The applicant must keep receipts and invoices for a period of two years and make them available to the RDEK if requested.

**9. Grant Expiry**

Grants will expire, without written notice, on December 31<sup>st</sup>, two years after the year they are approved. Applicants may submit a written request to extend the grant for one additional year, prior to expiry of the grant.

**10. Failure to Report**

Applicants that do not provide the reporting required under this policy for each grant may be listed as ineligible to submit future grant requests until reporting is up to date.