



TOWN OF LAKE COWICHAN POLICIES and PROCEDURES

Title:	Grants-in-Aid Guidelines		
Classification:	Finance - Grants to Organizations		
Approval Date:	March 28 th , 2002 (148(3)/02)	Revision Date:	June 26 th , 2012
<u>PURPOSE:</u>			
To establish a policy for Grants-in-aid provided by the Town of Lake Cowichan.			
<u>POLICY:</u>			
In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Lake Cowichan will take into account the following objectives:			
<ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide one time financial assistance to an organization for a specific project or event that benefits the residents of the Town of Lake Cowichan. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are regional in nature.3. An organization applying for a grant in aid must provide the following information in order to have its application considered:<ol style="list-style-type: none">a) name of the organization;b) name of the individual;c) description of the project or event for which funding is requested;d) indicate whether or not the project or event is already provided in the community;e) identify the beneficiaries of the project or event;f) indicate if the organization is 'for profit';g) indicate the total cost of the project or event;h) indicate other sources of funding for the project or event;i) indicate whether the application to other local governments has been made;j) indicate the volunteer labour and in-kind donations to be contributed towards the project or event by the members of the organization;k) specify the amount of financial assistance required;l) provide the organization's current annual budget and previous year's financial statement;m) list any in-kind or cash contributions from the Town of Lake Cowichan.4. The Town of Lake Cowichan will not grant monies for a "for profit" organization.			



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<p>5. The Town of Lake Cowichan may also grant a fifty per cent (50%) reduction in rental fees for groups that will be fundraising for a charitable or not-for-profit event as long as all established guidelines for a grant-in-aid request are met.</p> <p>6. All grant-in-aid applications must be submitted to the Town of Lake Cowichan on or before March 1st in order to be considered by the Town of Lake Cowichan for funding in the current year.</p> <p>7. Grant-in-aid applications received after March 1st will not be considered for funding in the current year. If the applicant wishes, such applications for a grant-in- aid will be considered for the following year.</p> <p>8. The Finance and Administration Committee will consider all applications for funding received on or before March 1st and make recommendations to the Town Council on or before April 15th prior to adoption of the Annual Budget.</p>	

