

GRANTS

GRA 001

Gift of dollars to worthy community endeavours

PURPOSE

The purpose of this policy is to allocate limited financial resources and give support to local organizations, within defined parameters; and to guide identification of organizations that meet Council's objectives of supporting the Colwood.

Council believes it does not have a mandate to spend taxpayers' dollars on charitable organizations or objectives. Council believes that if taxpayers wish to spend their money for this purpose then each individual taxpayer has the opportunity to do so without being compelled to support an organization through their tax dollars. Where Council does give financial support it is to further Council's objective of enhancing the quality of life (economic, social or cultural) in the City by assisting organizations that serve these objectives.

In that context Council may give limited financial support, with the overall amount determined annually during the development of the Annual Financial Plan.

POLICY

1. The City of Colwood may make financial assistance available to organizations providing services of a social assistance nature to citizens of Colwood providing:
 - 1.1. A financial statement of the organizations is presented
 - 1.2. A budget prepared by the organization making the application showing the proposed expenditure and funding sources;
2. Preference will be given to those organizations serving the City of Colwood.
3. That the City may provide limited grants to those community initiatives that directly better the social, economic and environmental fabric of the City;
4. Sports organizations do not qualify for such assistance.
5. Application Deadline: 2nd January of the year funding is being requested.
6. The Director of Finance will present a summary report of the applications to *Committee of the Whole* and notify each organization of the date and time so that applicants can attend and provide a verbal presentation if needed.

Eligibility Criteria

1. No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with. Application must be submitted no later than the date established in this policy. The major application requirements are, but not limited to :
 - 1.1. Name of organization and contact information
 - 1.2. Amount being requested and any previous requests;
 - 1.3. Organizations mandate, project description and purposes, benefit to Colwood, and budget details.
2. Preference will be given to applications from organizations based in Colwood followed by those that provide a direct service to Colwood residents.
3. Generally, no retroactive funding applications will be considered.
4. No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.
5. City grants cannot be used by the receiving organization to issue grants to another entity.
6. Any direct or indirect benefit from a permissive tax exemption must be declared in the application.

Assessment Process

1. Applications will be reviewed by staff who will ensure each application is complete and will forward completed applications to budget process.
2. Applications will be considered in a public meeting with members of Council and finance staff in attendance. The merits of applications will be carefully considered with recommendations being forwarded to Committee of the Whole for consideration.
3. For an application to be considered, petitioners must be available to appear before the Committee in support of their application. Presentations are to be limited to a maximum of 3 minutes.
4. There is no appeal on the decision of the Committee of the Whole regarding an application that is not supported.

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