

### TOWN OF LAKE COWICHAN POLICIES and PROCEDURES

Title:	Grants-in-Aid Guidelines				
Classification:	Finance - Grants to Organizations				
Approval Date:	March 28 <sup>th</sup> , 2002 (148(3)/02)	Revision Date:	June 26 <sup>th</sup> , 2012		

# PURPOSE:

To establish a policy for Grants-in-aid provided by the Town of Lake Cowichan.

# POLICY:

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:

- 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:
  - 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;
  - 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.



## TOWN OF LAKE COWICHAN POLICIES and PROCEDURES

		Grants-in-Aid Guidelines (C	ont'd.)		
Classification: Finance - Grants to Organizations					
Approv	val Date:	March 28 <sup>th</sup> , 2002 (148(3)/02)	Revision Date:	June 26 <sup>th</sup> , 2012	
5.	rental fee	vn of Lake Cowichan may a es for groups that will be fun as all established guidelines fo	draising for a charitable	or not-for-profit event	
6.	before M	-in-aid applications must be s /larch 1 <sup>st</sup> in order to be cor n the current year.			
7.	in the cu	aid applications received after rrent year. If the applicant w dered for the following year.			
8.	received	ance and Administration Com on or before March 1 <sup>st</sup> and fore April 15 <sup>th</sup> prior to adoptio	make recommendations		



#### TOWN OF LAKE COWICHAN

#### **GRANT – IN – AID APPLICATION**

ORGANIZATION						
NAME OF ORGANIZATION:		NAME OF CONTACT PERSON:				
CHARITABLE ORGANIZATION NUMBER:		NON-PROFIT ENTITY:				
		YES	NO			
ADDRESS:						
CITY: PO	OSTAL CODE:	PHONE:	FAX:			

EVENT/PROJECT						
DESCRIPTION OF THE EVENT / PROJECT:						
Is the Event/Project already provided in the Community by another organ	YES	NO				
Will the Event/Project proceed without this Grant-in-aid?		YES	NO			
Who will benefit from the Event / Project?:						
Total Cost of the Event / Project:	\$					
Will you receive other sources of funding?		YES	NO:			
If YES, list all other sources of funding and amounts (provide on separate page)						
Indicate the volunteer labour and/or in-kind donations to be contributed to the Event / Project:						
	\$					
List any in-kind or cash contributions provided by the Town of Lake Cowichan for the last year:						
	\$					
Is funding request for new event?:		YES	NO:			
If NO, list previous years' grant-in-aid contributions made by the Town of Lake Cowichan						
Year	\$		Amount			
Year	\$		Amount			
(use separate page for funding sources and other details, if required)						
Grant in Aid applied for:	\$					

Note: All applications must be received by the Town of Lake Cowichan on or before March 1<sup>st</sup> of each year to be considered in the current year. Please attach documentation as required by the Town of Lake Cowichan policy, and any additional documentation supporting your Event/Project.

Date Received: \_

YES

NO