

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		

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.



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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 st 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 st and fore April 15 th 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 1st 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