

Community Hall Capital Improvement Grant Policy No. 08.89



District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-5650 f: 250-766-0116
lakecountry.bc.ca

Date

The following was adopted as Policy at the **Special Council Meeting** held on **November 13, 2007**:

Resolution No. 07.11.532

Moved by : Councillor Clark
Seconded by: Councillor Leamont

Preamble

The District of Lake Country recognizes the importance of the three community halls within the District of Lake Country. These halls are open to all members of the community and many community sponsored events are held within the halls. Council acknowledges that the societies operating these halls may occasionally need financial assistance when embarking on major capital improvements to maintain and enhance their halls.

This policy is established to ensure fair and timely access to any assistance that Council may from time to time provide in accordance with their annual budget.

The District encourages the hall associations to seek all potential sources of funding for capital improvements and to not rely, or become solely dependent, upon the District for capital improvement funding.

Should the District receive a community hall through the dissolution of a hall association, the District of Lake Country will ensure that the facility will continue to be operated as a community hall.

Policy

Authority to approve grants

By a majority vote of Council among those in attendance.

Eligibility Criteria

1. The Community Hall Capital Improvement Grant Program is only available to the following three hall associations and only for capital improvements to their respective community halls and properties:
 - Oyama Community Club
 - Winfield Memorial Hall Association
 - Okanagan Centre Hall Association

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2. Major construction projects that receive funding under this grant program and utilize volunteer or in-kind labour must be supervised or performed by a bona fide contractor(s).
3. When undertaking major construction projects that receive funding under this grant program, the hall associations must seek multiple competitive quotes or use a competitive and open bidding process.

Grant Program Policies & Procedures

1. All requests for a Community Hall Capital Improvement Grant should be submitted by March 31st on the application forms prescribed by the District. Grant applications arising from emergency situations will be reviewed throughout the year.
2. All grant requests must be accompanied by the society's most recent Financial Statements, a Budget of revenue and expenditures for the ensuing year, and a prioritized 2-year (current year, plus the next year) capital improvement plan identifying estimated costs and funding sources.
3. Projects requesting grant assistance from the District must have all potential funding sources identified. Priority may be given to projects with multiple funding sources or where the District is not the sole funding source.
4. Staff and/or the Finance Committee shall review the grant applications and make recommendations to Council for funding approval based on whether the eligibility criteria and policies of the grant program have been met, the determined need and priority relative to other requests, and the District's budget availability.
5. The total funding approved under the grant program shall not exceed the allocation established within the annual budget, unless varied by Council.
6. Where the District's annual budget is insufficient to fund all of the potential grant approvals, Council's approval may include any one of the following stipulations:
 - funding provided for only a portion of the project and contingent upon the hall association securing the remaining funding
 - funding provided for a downsized project
 - funding provided in a future year
 - funding provided over multiple calendar years
7. Where the District has provided more than \$10,000 towards a capital improvement project, a proper accounting of the project must be provided to the District's Finance Department within three (3) months of project completion. The submission must include a signed certification by the society's President and Treasurer (or equivalents) that the grant funds were used in a manner consistent with the grant application and the approval by Council.

Receipts and other documentation detailing the use of the funds and project expenditures must be kept and made available in the event an audit is requested by the District.

8. The grant funds provided by the District may only be used in a manner consistent with the grant application and the approval by Council. All unused or surplus grant funds must be returned to the District of Lake Country upon project completion. Surplus funds may result from various factors, including the project being downsized, other funding sources being realized, the project being completed under-budget, or the project not being undertaken, etc.

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9. Failure to comply with the above policies may result in a denial of future grant requests.

Original signed by Mayor James Baker

Mayor

Original signed by Hazel Christy

Clerk



Application for Community Hall Capital Improvement Grant

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1
t: 250-766-6677 f: 250-766-0200
lakecountry.bc.ca

Name:		Date:	
Mailing Address			
Contact Person:			
Board of Directors (or attach separate listing)			
Officer #1	Position:	Phone:	
Officer #2	Position:	Phone:	
Officer #3	Position:	Phone:	
Province of BC Society Registration Number:		Date of Incorporation:	
Federal Charity/Society Registration Number		Date of Incorporation:	

CHECKLIST: Each application must attach the following:

- The organization's most recent Financial Statements, including an Income Statement and a Balance Sheet, or equivalents.
- The organization's most recent Budget of revenue and expenditures, together with comparatives for the previous 12-month fiscal period. Please show capital expenditures separate from operating expenditures.
- 2-Year Prioritized Capital Improvement Plan, including anticipated Funding Sources

Prior to completing the application, please familiarize yourself with the Community Hall Capital Improvement Grant Program policy. Attach other pages or additional information as required.

PROJECT INFORMATION

1. Grant Amount Requested: _____
2. For what capital improvement(s) is your hall requesting funding assistance?

3. Why is the project(s) necessary? What would be the impact of deferring it to a future year?

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4. Please outline the project budget and the potential funding sources (include any in-kind contributions). If applying for more than one project, please provide separate information for each project.

Major components or phases of the project (please detail or provide an attachment)	Amount
	\$
Total Project Cost	\$

Funding Sources	Amount	Status of Funding
Total Funding:	\$	

5. Who is supervising and/or completing the project(s)? What are the anticipated start and completion dates?

6. If your organization has significant cash resources or deposits, please explain the purpose for these funds and whether or not any of these funds will be utilized for this capital project(s).

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7. Do you agree to return all unused or surplus grant funds to the District upon completion of the project(s)?
Yes No
8. If the District provides more than \$10,000 towards the project(s), do you agree to provide a proper accounting of the project to the District's Finance Department within three (3) months of project completion?
Yes No N/A

A signing officer of the organization must complete the following declaration.

On behalf of the organization, I hereby declare that all the information presented and provided with this application is true and correct.

Dated this _____ day of _____, 20____

Name (please print)

Position

Signature

Telephone

PLEASE FORWARD APPLICATION PRIOR TO MARCH 31ST TO:

District of Lake Country
10150 Bottom Wood Lake Road
Lake Country BC V4V 2M1

Attention: Financial Services Manager

