



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 by **Resolution No. 20.03.050** at the **Regular Council Meeting** held on **March 17, 2020**.

This policy was amended as follows:

Amendment Date	Resolution No.	Summary of Amendment
2021-04-06	21.04.060	Add section 8, Community Engagement Grant

Purpose

This Policy establishes grant categories, eligibility requirements, application criteria and reporting back requirements for grant funding provided by the District of Lake Country (the “District”).

Policy

1. PRINCIPLES

- 1.1. Council, at its discretion, may provide grant funds to groups or organizations that Council considers enhance or contribute to the projects, residents or facilities of Lake Country.
- 1.2. Council may not provide any form of assistance to a business.
- 1.3. Council may consider applications that do not adhere to this policy but have merit in terms of community value and involvement.
- 1.4. Receipt of a grant does not guarantee funding in the future.
- 1.5. Failure to comply with this policy and any subsequent requests of Council may result in denial of future grant requests.
- 1.6. Incomplete applications will not be accepted and receipt of a complete application does not guarantee funding.
- 1.7. All funds must be used for the purpose specified in the application. Failure to do so may result in the District requesting the return of funds.
- 1.8. All funding shall be by approved by Council resolution or budget approval.

- 1.9. Applications are ineligible for grants if:
- (a) they are a business, defined as carrying on a commercial or industrial activity or undertaking of any kind and providing professional, personal or other services for the purpose of gain or profit;
 - (b) they have outstanding debts or other obligations to the District;
 - (c) the grant is fundraising for a specific individual;
 - (d) the funds are for assistance with prior expenses or for deficit reduction;
 - (e) the funds are for acquisition of real property;
 - (f) the event, project or program is:
 - (i) focused on attracting a limited or special interest audience;
 - (ii) excludes anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income; or
 - (iii) reproduces local government or agency mandates, except where there is an established need.

2. DEFINITIONS

Business means carrying on a commercial or industrial activity or undertaking of any kind, and providing professional, personal or other services for the purpose of gain or profit.

Capital costs are fixed one-time expenses incurred on or for physical assets or the equipment used in the rendering of services including design and engineering services where necessary.

Community Group includes voluntary groups, neighbourhood associations, service clubs or other groups of individuals that are not registered with BC Corporate Registry, operate with no constitution or bylaws or any paid staff, have a banking account in the group's name, have been operating for at least one year and provide programs, projects or capital expenditures that positively and directly impact Lake Country residents.

In-Kind Services means the provision of service for no cost, including labour or equipment but not rental fee waivers. In-kind services will not be considered a reimbursable expense.

Local means operating within the municipal boundaries of the District of Lake Country or in the case of a group or organization, 60% or more of the members or participants are residents of the District of Lake Country.

Registered Organization includes an organization, a society, a non-profit or not-for profit organization, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Registered Charity means charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion, or other purposes that benefit the community.

Non-profit or not-for profit organizations means associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Society or societies includes non-profit or not—for profit corporations or organizations and means a group that is formed for any lawful purpose or purposes, including agricultural, artistic, benevolent,

charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational, religious, scientific, social or sporting purposes. A society must not have, as one of its purposes, the carrying on of a business for profit or gain but carrying on a business to advance or support the purposes of as society is not prohibited.

3. GRANT-IN-AID

- 3.1. Grants-in-aid are funding for a program, short term undertaking with a completion date or an event with a start and finish date (may be an annual event). Programs or events must be within District boundaries, be open to the general public and have free or nominal admission.
- 3.2. Grants-in-aid do not include Fee Waivers or capital projects as set out under this Policy.
- 3.3. Applications for grants-in-aid must:
 - (a) include a written application;
 - (b) provide a budget;
 - (c) ensure the residents, projects or facilities of Lake Country are the primary beneficiaries of any approved funding.
- 3.4. Applications for grants-in-aid over \$1,000 must meet the requirements of 3.3 and:
 - (a) be from a Registered Organization with proof of registration;
 - (b) provide financial statements;
 - (c) indicate any grants received or requested for the same purpose;
 - (d) indicate if a permissive tax exemption has been received from the District;
 - (e) within 90 days of the event provide:
 - (i) an event budget;
 - (ii) a declaration from an authorized signatory that funds were used as per the application;
 - (iii) an evaluation of how the event benefitted Lake Country projects, residents or facilities.
- 3.5. Applications for grants-in-aid related to Arts and Culture shall first apply to the Lake Country Arts Council prior to applying to Council.

4. FEE WAIVER

- 4.1. Fee Waivers are when rental fees for District owned facilities, as set out in District bylaws, as amended from time to time, are reduced or waived.
- 4.2. Applications for fee waivers must:
 - (a) include a written application;
 - (b) provide a budget;
 - (c) ensure the residents, projects or facilities of Lake Country are the primary beneficiaries of any approved funding;
 - (d) include a rental facility quote including the date of use;
 - (e) enter into a standard rental contract;
 - (f) provide insurance coverage at their own expense; AND
 - (g) be responsible for any additional fees or taxes.

- 4.3. Applications for fee waivers over \$1,000 must meet the requirements of 4.2 and:
- (a) be from a Registered Organization with proof of registration;
 - (b) provide financial statements;
 - (c) indicate any grants received or requested for the same purpose;
 - (d) indicate if a permissive tax exemption has been received from the District;
 - (e) within 90 days of the event provide:
 - (i) an updated budget;
 - (ii) a declaration from an authorized signatory that funds were used as per the application;
 - (iii) an evaluation of how the event benefitted Lake Country projects, residents or facilities.
- 4.4. Applications for fee waivers related to Arts and Culture shall first apply to the Lake Country Arts Council prior to applying to Council.

5. OPERATING GRANTS

- 5.1. Operating Grants are the multi-year provision of funds to assist with a group's general operating expenses such as facility development, administrative costs or program-related expenses. Operating Grants provide on-going funding for continuing organizations that Council determines provide benefit to the community.
- 5.2. Operating Grants are funded separately from the Grant-in-Aid budget and must be approved through Council's budget deliberations each year or by Council resolution.
- 5.3. Receipt of an Operating Grant in no way confers any of the recipient's rights, responsibilities or obligations to the District.
- 5.4. Recipients of Operating Grants shall enter into an agreement with the District setting out the requirements for use of funds and reporting back conditions or other Council identified requirements. The Chief Financial Officer and Corporate Officer are authorized to sign Operating Grant agreements.
- 5.5. Operating Grants shall be for a term no longer than 4 years and coincide with Council's term, if possible and where applicable.
- 5.6. Operating grants must:
- (a) be local;
 - (b) be from a Registered Organization with proof of registration;
 - (c) provide financial statements prior to October 31 of each year;
 - (d) enhance or contribute to the projects, residents or facilities of Lake Country;
 - (e) indicate any grants received or requested for the same purpose;
 - (f) indicate if a permissive tax exemption has been received from the District;
 - (g) have fulfilled all reporting requirements for any previous District provided funding;
 - (h) present a summary on use and benefits of funding to Council prior to October 31 of each year;

6. COMMUNITY HALL GRANT

- 6.1. Community Hall Grants are funds available for the Okanagan Centre Hall, Oyama Community Hall or the Winfield Memorial Hall to assist with **capital** improvements and maintenance. Grants are distributed based on applications received and determined need.

- 6.2. Applicants are encouraged to seek all potential sources of funding and not to rely or become solely dependent upon District funding for capital improvements. Priority may be given to projects with multiple funding sources or where the District is not the sole funding source.
- 6.3. Community Hall Grants must:
- (a) be from a Registered Organization with proof of registration:
 - (i) responsible for operating the Oyama Community Hall, Winfield Memorial Hall or Okanagan Centre Hall along;
 - (b) use grant funds for capital improvement costs;
 - (c) identify all funding sources including any grants received or requested for the same purpose;
 - (d) provide financial statements;
 - (e) provide a project budget;
 - (f) use a competitive quote or bidding process when required by the District to do so;
 - (g) have all volunteer or in-kind labour supervised or performed by a contractor;
 - (h) provide a current and next year capital improvement plan with costs and funding sources;
 - (i) within 90 days of completion of the project, provide:
 - (i) an updated budget;
 - (ii) a declaration from an authorized signatory that funds were used as per the application;
 - (iii) copies of all receipts;
 - (iv) unused funds to the District if requested.

7. LETTER OF SUPPORT FOR GRANT APPLICATIONS

- 7.1. Community Groups and Registered Organizations may request letters of support from the District of Lake Country Council to aid in external grant or sponsorship applications. Letters of support shall be approved by Council resolution.
- 7.2. The District shall not provide its business number to organizations for use in grant or sponsorship applications unless through a joint application with the District and approval from Council.

8. COMMUNITY ENGAGEMENT GRANT

- 8.1. Community Engagement Grants are funds available to Registered Organizations or Community Groups to assist with capital projects that directly enhance or contribute to projects, residents or facilities of Lake Country. Registered Organizations must provide proof of registration and Community Groups must provide proof of a banking account in the group's name and that they have been operating for at least one year.
- 8.2. Priority will be determined based on need, funding sources, projects that align with District Master Plans, strategic priorities or policies and staff time, resources and workload required to administer or oversee the project.
- 8.3. Where applications require District staff to administer a project:
- (a) Council will consider the impact on staff time, resources and workload;
 - (b) Staff will determine the timeline for approved projects.
- 8.4. Where applications are to be administered by the applicant, the District will provide staff time to oversee the project, at the sole discretion of staff.
- 8.5. Applications for public art projects will not be considered as Community Engagement Grants.

- 8.6. All assets resulting from Community Engagement Grants will become and remain the property of the District unless otherwise indicated and agreed upon.
- 8.7. Council may recommend that applications be forwarded to a Council Committee prior to approval.
- 8.8. Community Engagement Grants must:
- (a) Contribute to the project whether financial or in-kind;
 - (b) be from a Registered Organization or Community Group as per Section 8.1.;
 - (c) use funds for capital improvement costs;
 - (d) directly enhance or contribute to the projects, residents or facilities of Lake Country;
 - (e) enter into an agreement with the District;
 - (f) provide current financial statements and/or a project budget;
 - (g) identify all funding sources;
 - (h) identify any operational costs required after completion of the project and the intended funding;
 - (i) use a competitive quote or bidding process when required by the District;
 - (j) have all volunteer or in-kind labour supervised or performed by a contractor;
 - (k) use a qualified design professional when required by the District;
 - (l) where the District is not administering the project, within 90 days of completion of the project:
 - (i) provide written certification from an authorized signatory that funds were used in accordance with the application;
 - (ii) provide copies of all receipts;
 - (iii) provide a revenue and expenditure statement;
 - (iv) return unused funds to the District if requested.
- 8.9. Applications must include:
- (a) a summary of the project;
 - (b) a budget including funding sources;
 - (c) details of contributions;
 - (d) a schematic or drawing;
 - (e) timelines for completion;
 - (f) description of the group involved;
 - (g) description and proof of ownership of the land where the project is be located.

Original signed by James Baker

Mayor

Original signed by Reyna Seabrook

Corporate Officer

April 6, 2021 Amendment signed:

Original signed by James Baker

Mayor

Original signed by Reyna Seabrook

Corporate Officer