



-2010-

Grant in Aid Program **Information and Application Package**

Program Background

The Council of the Town of Golden recognizes that local community non-profit organizations are valuable resources in helping the municipality provide a strong community focus. These groups and organizations are integral to the achievement of the strategic imperatives within our Official Community Plan.

It is the purpose of the *Grant in Aid Program* to provide an annual cycle of relatively small scale allocations (<\$5,000) of financial assistance to community groups seeking support for proposals which will support the liveability of Golden. It gives Council the opportunity to directly provide a limited amount of public dollars toward valuable initiatives of community benefit and support the increasingly important volunteer and community based organizations of Golden.

For many years, Town Council has provided grant in aid funding to community groups on an ad hoc and per application basis. A formal process in delivering these funds is in place as a result of increasing community requests and the advent of other community granting programs and their more formalized processes.

Requests for assistance should strive to achieve and will be adjudicated upon one or more of the following objectives:

- An Informed, Engaged Community
- A Beautiful, Safe, Proud Community
- A Diverse, Sustainable Economic Base
- Healthy, Progressive Infrastructure
- An Active Sports and Cultural Community
- Cost/Benefit Factor for the Town in not having to provide an equivalent service

Grant applications should reflect **need** in our community, **impact** a significant number of people, **build** effective community partnerships, **improve** organizational effectiveness and **plan** for continuation of the project beyond initial funding.

Eligibility

Grant applications:

- Must be from non-profit societies and groups, community associations, service clubs, and charitable organizations;
- Must further the activities, programs, or development of the applicant organization;
- Must be locally oriented and address one or more of Council's objectives for the program;
- May take the form of a request for a permissive tax exemption, free or subsidized use of municipally owned or controlled facilities, in kind benefits, or cash;
- Must demonstrate the applicant would suffer undue hardship without assistance;
- Must acknowledge other potential local and regional funding sources, including any commitments made by those sources; and,
- Not meeting one or more of the above criteria may be considered by Council in special circumstances.

Non Eligibility

Proposals will be rejected that:

- Cannot be completed within 12 months of grant approval;
- Apply to prior years' operations or capital deficits;
- Are received from applicants having received past funds that have not submitted a completion report;
- Duplicate projects or events which are already provided within the community;
- Provide assistance to a business or compete with a business;
- Are received from entities already receiving annual recurring funding from the Town of Golden; and,
- Are received from entities having received other special funding from the Town of Golden in the past 12 months.

Process

The *Grant in Aid Program* functions within an annual cycle. The total allocation for each annual grant cycle will be determined by Council during its annual financial plan deliberations. A call for applications is posted in January of each year with the deadline for applications being on or about February 28th.

Applicants will be given the opportunity to present their submissions in person to Council at a special meeting to be held between February 28th and March 31st. Presentations are not mandatory but may assist Council in making determinations.

Up to 85% of the annual allocation will be distributed to approved submissions meeting the February 28th deadline. Unapproved applications will not be held for future consideration and will not be eligible for re-application until the following year. Grant amounts will be released as soon as practical after July 2nd.

The remaining 15% of the program allocation will be reserved for emergent applications and discretionary support by Council.

Assistance will be provided on an annual basis only, with no guarantee of future year funding.

Applications for permissive tax exemptions must be received no later than July 31st of the year preceding the year of need for the exemption by the organization.

All successful applicants will be expected to complete a post-project completion report for Council. This report may be brief but should describe how the project was implemented and how it benefitted the community. It should include an accounting of the funds expended, and how the Town of Golden was acknowledged. Any surplus funds must be returned with the report. Applicants may submit the report to Council at any time, however, further assistance will not be provided to the organization or society until the report has been received and reviewed.

Application Instructions

Applications must use the attached form for submission.

Submit to Town of Golden, Manager of Corporate Administration, Box 350, 810 9th Avenue North, Golden, BC V0A 1H0

Applications must be submitted NO LATER than 4:00 p.m., February 26th, 2010.

Applications may be delivered by post or hand.

Faxes and emails will NOT be accepted.

ONLY fully completed, neatly printed or typed applications will be considered. Partial submissions will be eliminated from the eligibility list.

Attach the following to your application if applicable:

- A list of your Board of Directors
- Organization's most recent financial statements
- A brief history of your organization.

Questions regarding the Grant in Aid Program may be directed to:

Jon Wilsgard, Manager of Corporate Administration

Phone: 250.344.2271/237

Email: clerk@town.golden.bc.ca



-2010-

Grant-in-Aid Program Application

Application Deadline: 4:00 p.m., February 26th, 2010

Submission to be delivered to: Manager of Corporate Administration
Town of Golden
Box 350, 810 9th Avenue North
Golden, BC V0A 1H0

Date Submitted: _____

Time Submitted: _____

Project Name

Organization's Name President or Executive Director

Mailing Address

Telephone Fax Email

Non-profit Society#

Application Contact Person Telephone

Email

Are you willing to make a presentation to Council in person between February 28th and March 31st regarding your application?

YES _____

NO _____

Provide a brief description of this project answering the following: how the money will be used, your partners (if any), expected outcome and the community support you have.

State mission/goals of your organization:

How long has your organization been active in Golden and area? _____

Has the Town of Golden provided funds to your organization in the past 3 years?

Yes _____ No _____

If Yes:

2009	Project Name	Amount	Completed?
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2008	Project Name	Amount	Completed?
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2007	Project Name	Amount	Completed?
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Does your project address a need in our community? How?

What are the consequences to your organization and the community if this grant is not approved?

Describe the long term benefits of your projects to the community. Is there an intention to continue the project through other funding sources?

How is this project different from, and not a duplication of, existing services or activities? Does this project overlap other community projects and what have you done to partner with those affected?

How will your organization recognize this contribution from the Town of Golden to the project?

AUTHORIZATION

I certify that this application for funds has been approved by my organization's Board of Directors or equivalent.

Name of Organization

Name of Representative	Title	Signature
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Board Member	Title	Signature
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Date

ENSURE BUDGET SHEET IS ATTACHED

Application Grant Budget: Please show where the Town of Golden funds will be used*

ITEMS	BUDGET	EXISTING/OTHER FUNDS	TOWN OF GOLDEN FUNDS
Salary/Benefits <i>(Wages and salaries must be project specific and contracted for a specific time period.)</i>			
Professional fees/ Honorarium			
Capital Expenses:			
Other Expenses:			
Totals:			

* PLEASE DETAIL WHERE MATCHING FUNDS ARE FROM:
