



City of Merritt  
 2185 Voght Street  
 Merritt, BC V1K1B8  
 250 378-4224  
 merritt.ca

**Policy 4-01**

<p><b>CATEGORY</b> 4.0 – Finance &amp; IT</p>	<p style="text-align: right;"><b>COUNCIL POLICY</b> COMMUNITY GRANT IN AID  Contact Department: Finance &amp; IT</p>
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**Policy Goal**

To set guidelines for allocating Grants in Aid.

**Policy Statement**

Council provides grants in aid to non-profit and community groups who demonstrate a funding need for a service or program that will benefit the community at large.

**Policy Background**

The Community Grant in Aid Policy was originally created in 2005 and revised in 2012, 2017 and 2019. This 2019 revised policy will remove the definition of two (2) Grant in Aid Categories (*Short Term and Community Initiative*) and consider all applications as Grant in Aid. The forms of funding will be limited to Financial Aid and In-Kind. Sponsorship funding will be removed and the subject of a new policy. The revised policy will clarify and simplify the Grant in Aid process.

**Policy Objectives**

1. Council will establish a budget for allocating Grant in Aid in a calendar year. The amount of the budget will be \$50,000, with individual limits of \$7,500 per organization or \$500 for teams/individuals participating in recognized competitions.
2. A Grant in Aid should not be used for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital, etc., or organizations or functions that are primarily funded by other level of governments.
3. A Grant in Aid must not be provided to an “industrial, commercial or business undertaking”.
4. Permissive tax exemptions will be considered by Council when making funding decisions.
5. The Financial Services Manager will advertise annually in October the criteria for Grant in Aid with a December 15<sup>th</sup> deadline for submissions to be considered for a grant in the following calendar year. Applications received after the December 15<sup>th</sup> deadline will be considered an Extraordinary Grant in Aid. Applicants are required to submit a description of their service/program/event, financial



- statements for the previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program of benefit to the community and that the group is unable to raise all its required funds from other sources.
6. During budget deliberations Council will review the Grant in Aid submissions and allocate funds at their discretion within the set budget amount. Council will make a final decision on the approved Grants in Aid by March 1<sup>st</sup> each year, with notification given to all the applicants immediately thereafter. Council may set aside a portion of the Grant in Aid budget for allocation to Extraordinary Requests during the year.
  7. Representatives of the organization requesting the Grant in Aid are required to respond to any requests for further information by staff, in preparation for Council consideration. Council may request further information during deliberations.
  8. The Finance Department will respond once to organizations that have submitted an incomplete Grant in Aid application. If there is no response from the organization prior to the meeting that Council considers such applications, the Grant in Aid application will not be considered by Council.
  9. Grants in Aid are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis and continuing support should not be anticipated.
  10. A report to Council is required by the end of the year in which funding is received detailing how the funding was used and how it benefited the community. Failure to file a report will result in no further consideration by Council for future requests from the organization.
  11. Council may request the return of any unspent funds from the organization.
  12. Council may require all organizations who are applying for grant funding to attend a workshop on financial stewardship and accountability.
  13. Organizations must confirm that the City's contribution will be recognized publicly.

**Grant Guidelines:**

- Grants in Aid are provided to non-profit and community groups on the basis that they provide valuable programs to the community and are unable to raise all their required funding without the City's assistance.



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- Grant in aids will be used to encourage innovation that has the potential to support or contribute towards the community and the goals of Council. This includes one-time start up for initiatives or programs which will support or contribute to the community. As well the initiative funding is to assist groups who are hosting a special event or organizing the inaugural of what is intended to be a regular event in Merritt.
- Grant in Aid funding will not be provided to fund raise for a charity or an organization other than the applicant.
- Council will disburse approved Grant in Aid funds:
  - In advance at the discretion of Council, or at another time specified by Council during the approval process.
  - 50% at the time of approval and 50% upon the receipt of the final reporting.
  - At another time as specified by Council during the approving process.

### **Funding Classes:**

#### **1. Financial Aid:**

Grant in Aid applications that include a request for financial assistance for programs or events.

#### **2. In-Kind:**

Grant in Aid applications that include a request for the in-kind use of a City owned facility.

### **Amendments**

November 06, 2012: Adopted (Resolution 226/12)

October 31, 2014: Procedure Approved

November 14, 2017: Amended Policy Adopted (Resolution 208/17)

October 22, 2019: Amended Policy Adopted