



Department:	Corporate Services		
Subject:	Discretionary Grants-in-Aid		
Parent Bylaw:	none		
Authorized By:	Council		
Date Created:	October 4, 2010	Last Reviewed by Council:	August 14, 2017

Purpose/Objective

To implement a discretionary grant-in-aid function policy and to establish guidelines and clarify handling procedures for grant-in-aid requests by both Administration and the Regional Council.

Background

A Grant-In-Aid (GIA) Program was first established and implemented in 1982 to assist the Regional Council of the day in responding to individual, group and organizations requests for financial assistance and to assist in addressing capital and equipment needs of our recreation facilities.

Although there have been changes to the scope of the program as determined from year to year by previous Councils and Boards, the Regional Council has resolved to continue with a discretionary grant-in-aid function and established guidelines for the procedure of handling requests.

Policy

Quarterly intakes: Deadline for applications is 60 days prior to the Quarter in which the event is scheduled to be held:

	Quarter	Application Deadline
1st Quarter	January-March	October 31
2nd Quarter	April-June	January 31
3rd Quarter	July-September	April 30
4th Quarter	October-December	July 31

The GIA program will be advertised on the NRRM’s website and Facebook page, with updated reminders as appropriate, including the deadline for requests and the guidelines that must be met to be considered.

Applications may be submitted anytime throughout the year prior to the deadlines outlined above, but no earlier than one year preceding the event. Regional Council will review all applications submitted (including advance applications) at a public meeting held shortly after each intake deadline.

Total amount of grant funding approved by Council for the year will be treated as a first-come, first-served basis for the annual approval process. Year-end surplus will not be carried forward to the following year.

Guidelines

1. Maximum grants available are \$1,000 per calendar year, per organization.
2. As funding permits, assistance will be considered based on the following priorities:
 - a. Youth Programs/events
 - b. Seniors programs/events
 - c. Programs/events with a clear benefit to disadvantaged members of the community
 - d. Programs/events designed to improve economic, social and/or environmental well-being of the community
3. Grants-in-Aid will be for no more than one-third (1/3) of the anticipated total cost of the event or program.
4. Applications will be considered only for non-profit organizations operating within the community or contributing to the general interest, health and/or welfare of the community in its entirety.
5. There must be a demonstrated financial need to justify the request.
6. The program/event must be taking place within the municipal boundaries.
7. Applications will not be considered for commitments or expenses incurred prior to approval of the grant.
8. All Discretionary Grant-in-aid requests must be submitted in writing to the Corporate Services Department accompanied by a clear description of the project requiring support and a detailed budget showing anticipated revenues and expenses.
9. Council may request additional information or personal representation by the requesting group or organization.
10. At their sole discretion, Council will consider 'one-off' or unique community event requests outside the parameter of this policy.
11. Groups/individuals requesting grant-in-aid assistance will be informed by email, following Regional Council's decision. Approved GIAs will also be posted to the NRRM website.

Revision History

Policy Created	2010/10/04
Policy Amended	2016/04/14
Last Reviewed and Amended by Council	2017/08/14