

Department:	Administration	Policy No.:	ADM-017
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POLICY PURPOSE

To provide seed, long term or one time/single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton that are considered by Council to be contributing to the community through the development, advancement, support or initiation of opportunities or promote partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents in the following areas:

- Business development and/or opportunities
- Creation of potential long term employment
- Community economic development and/or diversification
- Promotion of the Village and surrounding area

REFERENCES

Not applicable.

DEFINITIONS

For the purposes of this policy the following definitions apply:

“Seed Funding” means funding that is provided from the Community Initiative & Opportunity Fund (CIOF) to an organization/group to support the organization/group on a short term basis to help start a new program or project that meets with the criteria as established in this policy. This funding is not provided on a long term basis and is reduced by an amount established in the Agreement each year.

“Long Term Service Agreement” means an Agreement entered into between the Village of Pemberton and an organization/group whereby the Village provides funding, at a pre-set and agreed to amount, from the CIOF over a period of several years to be identified in the agreement and renegotiated as per an established schedule.

“One Time/Single Event Funding” means funding provided from the CIOF for a specific event/program or project that does not require a commitment of funds on a short or long term basis.

Policy:

The intent of the CIOF policy is to establish the priority by which an application will be considered for funding, and outline the criteria and process an organization/group must meet in order for an application for funding to be advanced to Council for consideration.

The intent of this policy is to ensure equitable and fair distribution of funds to all organizations/groups in the Village of Pemberton.

Priorities:

Priority for funding will be given to applications that will:

- Support and facilitate economic growth, development or diversification in Pemberton through locally supported projects or programs
- Create employment opportunities for local residents
- Establish programs that enhance the Village's profile with an aim to support the tourism industry and local business
- Bring large numbers of people to the Village of Pemberton
- Build upon community strengths and partnerships
- Link to the organizations mandate and strategic plan

Who Will Be Supported:

Applicants for funding must:

- Be an organization/group in good standing within the Village of Pemberton; or a
- Not-for-profit Society in good standing within the Village of Pemberton
- Demonstrate fiscal responsibility and effective management
- Demonstrate a commitment to the Community
- Provide a list of identified deliverables

CIOF will be provided for, but not limited to, the following:

- Funding may be used for wages, honourariums, contract services, promotions and marketing purposes, special events, projects and/or activities, and strategic or business plan development.
- Funding may be used for the purposes of acquiring equipment, tools or supplies.

CIOF will not be provided for:

- For-Profit Business
- Retroactive funding, for any project expenses to be incurred prior to approval of funding
- Debt retirement or reserves, mortgage pay-downs
- Large scale capital and public infrastructure projects
- League or club-based sports programs
- Prize money
- To organizations/groups or entities already receiving annual recurring funding from the Village of Pemberton through programs or other funding contributions

Funding Allocation:

The funds for CIOF will be collected through taxation and identified on the Tax Notices to ensure Tax Payers of the Village of Pemberton are clearly able to identify how much of their tax dollar is allocated to the CIOF each year.

No one request will exceed a maximum of 25% of the unallocated or remaining balance of the CIOF in any given fiscal year.

Seed Funding Agreements will be established for a three year period with two (2) one (1) year renewals for a total of five (5) years. Under this form of Agreement funding each year will be reduced as follows:

- Year One: up to One Quarter (1/4 or 25%) of remaining balance of the CIOF
- Year Two: Two Thirds (2/3) of year one
- Year Three: Two Thirds (2/3) of year two
- Year Four: Renewal subject to Council consideration and based on previous year's performance
- Year Five: Renewal subject to Council approval as per Year Four

Long Term Service Agreements will be established for a three year period with two (2) one (1) year renewals for a total of five (5) years. Under this form of Agreement funding in each year will remain the same as established by negotiations, and not to exceed 25% of the unallocated or remaining balance of the CIOF in any given fiscal year.

One Time or Single Event Funding will be provided for those programs/projects or events that do not require a commitment of funds over a short or long term. The maximum contribution for one time funding will not exceed 25% of the balance after any line items have been removed.

Procedure

The following process shall apply to all **one time or single event** CIOF applications:

- Funding requests must be submitted in writing using the form prescribed by the Village by midnight October 15th of each year for consideration in the following year's budget allocation.
- Applicants must attend a Committee of the Whole meeting to make a presentation which must include the following:
 - a detailed budget
 - program/project/event information and objectives
 - deliverables both short and if applicable long term
 - demonstrate how the Village will be acknowledged for its support
- No one request to take up more than 25% the remaining or unallocated CIOF available in any given fiscal year.

- Applicants must attend a Council meeting within one (1) month of the completion of the event/project to make a presentation and submit a written Final Report, which must include how the funds were expended, on the accomplishments of the project/event.
- If one time funding is to facilitate activities over a single year an applicant must notify the Village when the project/activity is completed and submit a Final Report and make a presentation at the next regularly scheduled council meeting.
- Council may terminate or withhold any outstanding payments due for non-performance at any time if it is deemed by Council that the funds are not being utilized as intended in the Agreement.

Restrictions:

- No Applicant may apply for further funding through the Village's Community Enhancement Fund or the Pemberton Valley Utilities and Services Grant in Aid program for any activities or programs if provided funding through the CIOF
- One Time/Single Event Funding is intended to support a one-time special event/activity or program and applicants may not reapply for funding for the same activity/special event or program for a period of two (2) years.*

*Applicants should evaluate whether or not their project/activity might be a long term program and consider making application for either seed funding or long term funding.

The following process shall apply to all CIOF **Seed Funding/Long Term Service Agreements**:

- Funding requests must be submitted in writing using the form prescribed by the Village by midnight October 15th each year for consideration in the following year's budget allocation.
- Applicants must attend a Committee of the Whole meeting to make a presentation which must include:
 - a detailed budget
 - strategic or business plan
 - program information and objectives
 - deliverables both short and long term
 - demonstrate how the Village will be acknowledged for its support
- No one request to take up more than 25% of the unallocated or remaining CIOF available in any given year subject to prior funding commitments.
- The funding values shall decrease each subsequent year with an aim for the organization to be self-sufficient by year three (3) or five (5) depending on the term of the Agreement.
- Applicants must attend a Committee of the Whole meeting in November of each year to make a presentation and present a written report on the previous year's accomplishments in order to be considered for funding in the following year.
- Council may terminate an agreement for non-performance at any time if it is deemed by Council that the funds are not being utilized as intended in the Agreement.

Restrictions:

- No Applicant may apply for further funding through the Village's Community Enhancement Fund or the Pemberton Valley Utilities and Services Grant in Aid program for any activities or programs if provided funding through the CIOF.
- Seed Funding is one time funding and cannot be reapplied for at the end of the term for a period of three (3) years.
- No funding agreement shall be longer than five (5) years with the exception of Long Term Service Agreements that may be extended subject to Council's approval.

All organizations/groups or entities planning to make application to the Community Initiative & Opportunity Fund Program are encouraged to arrange to meet with Village Staff well in advance of the request being submitted.

FUNDING DEADLINE:

Applications will be considered once a year and must be submitted no later than October 15th at midnight. Applications received after the deadline will not be considered. Partial submissions will be eliminated from the eligibility list.