

POLICY # COUNCIL 003

APPROVED March 20, 2007

APPROVED April 19, 2011

AMENDMENT: November 1, 2011

Community Enhancement Fund Program/Grant in Aid

Approved: Council Meeting No. 1176 March 20, 2007
Amended: Committee of the Whole No. 53 March 15, 2011
Amended: Committee of the Whole No. 54 April 5, 2011
Approved: Council Meeting No. 1277 April 19, 2011
Amended &
Approved: Council Meeting No. 1290 November 1, 2011

The following provides the criteria and process for applications to the Community Enhancement Fund Program (CEF) also known as Grant-in-Aid (GIA).

GRANT OBJECTIVE

The Community Enhancement Fund (CEF) will provide 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 general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education
- Arts and Culture, or
- Special Events.

PRIORITIES

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or own initiative will be given priority.

APPLICATION PROCESS

- 1) All applications must be filled in on the Schedule 1 application form provided.
- 2) All applications must be accompanied by a copy of your organization's current year's budget and/or event budget that includes revenues and expenses and discloses how the grant will be spent.
- 3) The annual budget approval is not considered as a grant-in-aid approval.

- 4) All applicants must be available to attend the Council meeting at which the request is being considered or consideration may be deferred until a future council meeting.
- 5) All applicants will be notified regarding approval status, and once approved; successful applicants will receive funding within approximately two weeks of approval date.
- 6) A follow up process and evaluation procedure will be implemented. This process will require a report from the recipient regarding the success of the project along with funding revenues and expenditures to be submitted within 90 days of project completion. Formal agreements may also be necessary, depending on the nature of the application and if Council deems it necessary.
- 7) Funding may be released at intervals based on progress and presentation of reports and invoices as agreed between the Village and the applicant.
- 8) Requests for funds are reviewed on a submission by submission basis and are not to be considered by applicants as an automatic, on-going source of annual funding. Renewals or increases in funding are not automatic.

FUNDING CRITERIA

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

For all grants, applicants must:

1. Be a resident of the Village of Pemberton.
2. Be available to attend the council meeting at which the request is being considered.
3. Must have evidence of support, including letters of support and evidence of participation numbers.
4. Have identified a need in the community.
5. Must be unique in nature – not duplicating services already provided in the community, unless a demand can be demonstrated.
6. Have a detailed budget and time line and show long term benefit to the community.
7. Funds may not be used for honorariums, wages, or other professional fees.
8. Provide their most recent annual financial statements and up-to-date financial information (i.e current balance sheet and income statement) supporting the request for funding.
9. Non-compliance with any or part of this policy may disqualify the applicant from future grant consideration.

SPECIFIC CRITERIA

1. Applicants must be a club, group or Society that have been in operation for a minimum of one season, and have a bank account in the name of the club, group or Society.
2. Applicants must demonstrate a need and the benefit of their application.
3. Applicants must provide a detailed budget and time frame for the funds applied for.
4. Applicants are encouraged to use the funds for leverage for other grants or funding applications. Priority will be given to applications with in kind funding from other sources. Applicants can use funds for travel to Zone, Regional, Provincial or National level events in amateur sports, recreation or sporting activity or competition.
5. Send a one-page outline of how the grant money is to be used.
6. Applicants must show in kind funding for the project, or be using the funds as leverage for other grants.

7. Applicants are encouraged to attend a Council meeting or provide in writing a report that can be presented to Council describing how the grant money was used after the event/project has concluded.
8. Include a report, signed by the President or Treasurer attesting to the accuracy and completeness, which reflects the spending of the grant funds within (90 days) of the completion of the project or purpose to which the grant funds were approved.
9. Under special extenuating conditions, Council shall have the discretion to waive any of the above terms.

SCHEDULE 1

Village of Pemberton
Application for the Community Enhancement Fund Program
(If insufficient space, please provide an attachment)

- 1) Name of Society/Organization: _____

- 2) Address of Society/Organization: _____

- 3) Amount of Grant Requested: _____
- 4) Total Event Budget Amount: _____
- 5) Total Fundraising (funds from other sources) Budget: _____
- 6) What is the purpose for which the grant is being requested: _____

- 7) How does/will your Society/Organization or event promote or benefit the Village of Pemberton:

- 8) How many Pemberton residents will benefit or participate in the event.

- 9) Contact Person: _____
Title: _____
Mailing Address: _____
Telephone Number: _____ Email Address: _____

- 10) What is the Status of your organization? Special Interest ()
 Society ()
 Not for Profit ()

- 11) How many members are in your organization? _____
- 12) How many people with benefit from this grant? _____
- 13) Describe the role of Volunteers in your organization:

**Village of Pemberton
Application for the Community Enhancement Fund Program**

14) Please list any other grants applied for or received:

15) Please attach a detailed budget showing revenues, expenses, donations, volunteer contributions for this project.

16) Please attach letters of Community Support.

17) State the anticipated start date: _____

18) Please attach any further information that you consider relevant in support of your application.

19) Council reserves the right to request additional information if required.

APPLICATION CHECK LIST

- ___ Letters of Evidence of Support
- ___ Detailed Project Outline and Timeline
- ___ Detailed Budget with Expenses and Revenues
- ___ Most Recent Annual Financial Statement and/or Up-to-date Financial Information
- ___ Society Documentation (if Applicable)
- ___ Proof of In-Kind Donations (if Applicable)

Submitted by: _____

Date: _____