

	<b>Corporate Policy Guide</b>		
	<b>Community Grant Policy</b>		
<b>Section:</b>	Finance		
<b>Policy Number:</b>	F-006		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	February 2, 2016	<b>Revision Date:</b>	March 28, 2023

**1. Background**

1.1 Under section 8 of the *Community Charter* (British Columbia), Council may provide any service that the Council considers necessary or desirable, and may do this through another organization.

**2. Objective**

2.1 The objective of this policy is to set guidelines for allocating Community Grants by the Village.

**3. Policy**

3.1 It is the policy of the Council of the Village of Salmo to support non-profit community groups who demonstrate a need for funding, by providing Community Grants for services and programs that will provide a community benefit.

3.2 The policy supports the provisions of community services and programs that Council considers necessary and of benefit to the community.

**4. Roles and Responsibilities**

4.1 Council is responsible for:

- (a) annually approving a budget for Community Grants in a calendar year; and
- (b) considering for approval all eligible requests for Community Grants.

4.2 The Chief Administrative Officer is responsible for:

- (a) providing for a budget allocation for consideration by Council during the annual budget review process;
- (b) reviewing applications for Community Grants and bringing forward completed applications to Council for consideration during regular meetings; and
- (c) administering Council-approved requests for Community Grants.

**5. Definitions:**

The following definitions apply to this policy:

- (a) **“Community Grant”** means Financial Aid or In-Kind Aid;
- (b) **“Financial Aid”** means a Community Grant that is a direct financial contribution to an applicant’s program or event; and
- (c) **“In-Kind Aid”** means a Community Grant that provides:

- i. use of Village assets at no cost;
- ii. use of Village facilities at no or reduced cost; or
- iii. a contribution of Village promotional items for use as prizes for events.

## **6. Community Grant Terms**

### 6.1 Community Grants:

- (a) may not be used to offset taxation;
- (b) may not be used to provide services that fall within the mandate of another level of government;
- (c) will not be made to other local governments or taxing authorities;
- (d) will not be made to industrial, commercial or business undertakings; and
- (e) except in exceptional circumstances, will not exceed \$300.

### 6.2 To be eligible, applicants must complete the application form at Schedule A and:

- (a) be a non-profit organization;
- (b) demonstrate their program or service is a benefit to the community as a whole;
- (c) provide a project summary/budget; and
- (d) submit their most recent financial statements and/or budget if requested.

### 6.3 In-Kind Aid requested for:

- (a) Village promotional items (i.e. Salmo branded clothing and other items sold by the Village) will be accounted as a Community Grant at cost of the item plus 10%; and
- (b) Village labour and equipment will be accounted as a Community Grant at a cost of the estimated staff and equipment time required, as determined by the Civic Works Foreman.

6.4 Community Grant recipients will provide a report to the Village within 30 days of the completion of the event or service for which the Community Grant was requested. The report will assure the Village that the Grant was spent wholly on the event or service that formed the basis for the request for the Community Grant.

## **7. Approval Process**

7.1 Council will consider the eligibility criteria set out in this policy, and may prioritize applications for Community Grants in the following circumstances, where the request;

- (a) is for one-time startup costs for new programs;
- (b) shows an effort on the part of the organization to work toward financial independence;
- (c) is from an organization without the ability to become self-supporting;
- (d) is from an organization that promote volunteer participation and citizen involvement; or
- (e) is from an organization who demonstrates that they have exhausted other avenues for funding.

## **Revision History**

Approved February 9, 2016

Approved at meeting #06, 2023, Resolution #R9-06-23



Schedule A



# The Corporation of the Village of Salmo

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## COMMUNITY GRANT APPLICATION FORM

### Part A: Applicant or Designate

Name of Organization: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

### Part B: About the Applicant

Are the funds being requested for a non-profit organization in the Salmo Valley? \_\_\_\_\_

How will this project benefit the people of Salmo? \_\_\_\_\_

Is a proportionate request being made to other local governments? \_\_\_\_\_

Has your group initiated other activities to raise funds (excluding appeals for grants?) \_\_\_\_\_

If so, please list those activities: \_\_\_\_\_

### Part C: About the Application

Briefly describe the purpose for which you are requesting this grant: \_\_\_\_\_

Amount of grant requested: \_\_\_\_\_

(Except under extraordinary circumstances, no grant-in-aid shall exceed \$300.)

Amount of Village labour, equipment and supplies requested: \_\_\_\_\_

