



# CULTUS LAKE PARK

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## Board Policy

### GRANT IN AID POLICY

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#### APPROVALS

<b>Original: June 2000</b>	
<b>Amended, Approved and Adopted: August 26, 2009</b>	<b>Approved and Adopted : Cultus Lake Park Board</b>
<b>Amended:</b>	<b>Approved by:</b>
<b>Amended:</b>	<b>Approved by:</b>

**Purpose:**

The prime purpose of the Cultus Lake Park Board's grant program is to enable and encourage effective citizen involvement in community groups and in civic events related to the promotion and recognition of volunteerism and to attempt to provide an excellent quality of life in the community.

This policy establishes an objective process within the predefined criteria to ensure equitable distribution of limited financial resources to support community initiatives.

**Process:**

Each year, as part of its annual budget process, the Park Board will determine the amount of funding to be provided from its operating budget for all grants in aid including: Arts and Cultural grants, Recreation and Social Services grants, In-Kind Contribution grants, Special Events grants and Community Events grants. All grants approved by the Park Board will be funded from this budget.

"In-Kind Contribution" grants are based on the provision of Park property, materials or resources to an applicant, and do not include the provision of cash funds either to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the Park. Each application for In-Kind grants will include the estimated value of the application under consideration.

"Special Events" are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and which has the participation of more than one organization.

"Community Events" are defined as a recurring event that the Park Board has determined provides some significant benefit to the broad community, and is open to all members of the public without charge. Applicants for a Community Event grant are required to provide the following information:

- objectives of the event
- targeted audience of the event
- projected number of attendees for the event and actual number of attendees at the event for the past 3 years, if it is an annual event
- proposed advertising and promotion of the event
- amount of projected local spending to hold the event

**Eligibility Criteria:**

A community group based in Cultus Lake, City of Chilliwack or Electoral E may apply for a grant if:

- it is applicable to current funding guidelines;
- it is not commercial in nature;

- it is incorporated either under the Societies Act of BC or under any federal act as a charitable organization, or it is an unincorporated group with a written constitution which evidences objectives which are charitable in nature;
- it has demonstrated sound financial and administrative management;
- a copy of their proposed budget for the current year detailing expenditures and revenues including a list of all other grants and donations;
- financial statements from the immediate preceding year;
- there is demonstrated financial need;
- there is a demonstrated ability of the applicant to carry out the project/event;
- funding would benefit the community of Cultus Lake.

**Conditions of Funding:**

- The applicant must acknowledge the support of the Cultus Lake Park Board in all print and publicity material related to the project, including banners and signs on site during the event.
- Funds must be used for the purpose for which they were requested.
- At the completion of the project/event the applicant must submit a final report including:
  - i a brief evaluation of the project/event
  - ii a financial statement of actual revenue & expenses (where applicable)
  - iii attendance figures (where applicable)
  - iv number of participants in the project/event
  - v an evaluation of the impact on the community

**Procedure:**

Incomplete or late applications for any grants will not be forwarded for consideration.

Completed applications which are received by the September 15<sup>th</sup> application deadline will be forwarded to the appropriate staff for review using the eligibility criteria and may include follow up with applicants for clarification of information if necessary. The Manager of Finance will forward eligible applications directly to the Board for its consideration by the last Board meeting in October of each year. Final approval should be no later than January 31 of each year.

Recognizing that unique and beneficial “special events” may also arise from time-to-time outside of the time lines noted in this policy, applications for “Special Events” grants received after the September 15<sup>th</sup> application deadline will be forwarded directly to the Board for its consideration.



4. Have you applied for funding from any other sources? (list ALL sources and requested funds from each).
  
  
  
  
  
  
  
  
  
  
5. Have you carried out any fundraising events for this grant? If yes, please describe.

**The following documentation is attached:**

- Constitution
- A proposed budget for the current year, detailing expenditures and revenues including a list of all other grants and donations
- Financial statements for the previous fiscal year

**Certification by authorized signatory:**

*I hereby certify that I have read the Cultus Lake Park Board Grants In Aid Policy M, that this application complies with its requirements and that the information contained in this application is complete and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title