REGIONAL DISTRICT
of Fraser-Fort George

CORPORATE POLICY

No.: RD-19-20 **Date Approved: November 19, 2020**

Name: Recreation Grants

Purpose:	To provide a consistent framework for consideration of Recreation Grants funding applications.
Authority:	*Fraser-Fort George Regional Recreational Program Establishment Bylaw No. 2088, 2003* *Local Government Act*, Sections 263(1)(c)
Scope:	This policy shall apply to Recreation Commissions located within Electoral Areas A,C,D,E, and F of the Regional District applying for Recreation Grants to support recreation programs, services and facilities including educational, cultural, social and athletic activities and insurance expenses.

Definitions:

"Applicant"	**means**	organization and/or contact person as identified in Application
"Application"	**means**	completed Recreation Grant Application Form as attached as Appendix "A"
"Electoral Area"	**means**	Electoral Areas A, C, D, E and F of the Regional District
"Recreation Commission"	**means**	a not-for-profit organization incorporated under *Societies Act* of BC or an unincorporated group with demonstrated objectives that are not-for-profit or charitable and which provides recreation programs, services or events.
"Regional Board"	**means**	the Regional Board of Directors of the Regional District
"Regional District"	**means**	the Regional District of Fraser-Fort George

Policy: All applications will be presented to the Regional Board for review and consideration following:

- review of the application by the Manager of Community Services (or

delegate) to determine eligibility based on the criteria outlined in this Policy and availability of sufficient funds to accommodate the application; and

- review of the application by the respective Electoral Area Director.

General: Eligibility

1. Applicant must be a Recreation Commission as interpreted by this policy.

2. To be considered for a grant under this policy, applicants must demonstrate that:

   a) the benefits of the activity/event/service contribute to the well-being of a community located within the Regional District;
   b) there is a financial need; and
   c) the activity/event/service aligns with at least one of the Regional District's Strategic Priorities in effect at the time of application which can be found at: https://www.rdffg.ca/reports

3. Grant funding is not permitted to be applied against the following expenses:

   a) operating or capital deficits;
   b) tax payments; or
   c) purchase of products such as tobacco, alcohol or cannabis.

4. For clarity, the following are ineligible for grant funding under this Policy:

   a) individuals;
   b) member funded societies;
   c) private or public business enterprise; and
   d) where funds may provide a direct benefit to a member of the applicant organization without benefit to a community.

5. Applications for assistance for projects that are the responsibility of other levels of government will not be considered for a Recreation Grant.

Application Process

1. All applications for Recreation Grants funding shall be:

   a) made in writing by completing the Recreation Grant Application form (Appendix "A");
   b) submitted to the Manager of Community Services (or delegate) by hand, mail, fax or email; and

   upon receipt, the Manager of Community Services may amend the application to a Community Grant-in-Aid submittal, if applicable.

2. Any application for Recreation Grants funding in an amount over $5,000 must include an outline and description of the project, equipment or services proposed to be purchased.

3. Applications must be received by the Manager of Community Services (or delegate) prior to the first of the month in order to be placed on the corresponding month's Regional Board meeting agenda for consideration.

4. Upon the recommendation of the Manager of Community Services (or delegate), applications not received prior to the first of the month will be subject to section 15.4 (*deferred to the next regularly scheduled Board meeting*) or 16.1 (*placed on the additional agenda*) of the Regional Board Procedure Bylaw No. 2372, as amended, and processed accordingly.

5. In considering late applications, the Manager of Community Services will take into consideration whether a delay in providing to the Board for consideration will be detrimental to the applicant's operations.

6. Recreation Grants shall be funded by the individual Electoral Area Recreation Grants budgets as approved by the Board.

7. An applicant may withdraw an application for a Recreation Grant by providing in writing notice of withdrawal to the Manager of Community Services.

8. <u>Award</u>

   a) All awards under this Policy will be approved by the Board.

   b) Approved funding applications will be processed in accordance with Regional District Accounts Payable procedures, as amended from time to time, and as follows:

      i) Amount under $1,000 - cheque will be issued without further documentation being required;

      ii) Amount over $1,000 - cheque will be issued upon:

         - submission of paid invoices and/or receipts for reimbursement as detailed in a Receipt Summary. A form for optional use has been attached as Appendix "B" to this Policy;

         - submission of invoice(s) together with any supporting documentation such as quotes or competitive bid documents for direct payment to supplier; or

         - issuance of a Regional District Purchase Order for labour,

materials or supplies and approval of the invoices by the applicant.

c) Written confirmation of award will be provided to organizations which will include grant amount and requirements for claiming the grant and notwithstanding section 9 of this policy, may include a requirement to provide proof of efforts to acknowledge the Regional District as a funding partner.

d) Additional requirements for any Recreation Grant applied for may be imposed by the Regional Board.

e) An approved Recreation Grant expires after 24 months from the date of Regional Board approval unless the Electoral Area Director and the Manager of Community Services determine and confirm intent of organization to expend the funds granted at a later date.

Grant Recipient Obligations

9. In order to achieve best value for the community, adherence to the following guidelines is recommended:

- when appropriate, grant recipients will use competitive bidding processes (obtaining quotes, using tendering processes) to achieve best value of the expenditure of funds; and

- acknowledging the Regional District as a funding partner in any promotional materials/activities about the event or initiative and upon request, providing the Regional District with proof of such acknowledgements.

10. Once approved, grant funds can only be expended for the purpose identified in the application.

Other

11. As required, the Manager of Community Services may amend Appendices “A” and “B”.

12. The Regional Board may exempt any Recreation Grant application from adherence to this policy, or any portion thereof, by resolution passed by 2/3 of the votes cast.