



## Village of Silverton Policy Manual

**Category: Administration**

**Policy Title: Grant-In-Aid**

**Policy Number: A - 5 2021**

**Effective Date: January 1, 2021**

**Resolution No.: \_\_\_\_\_**

**Revision: Replaces A - 5 2020 Grant In Aid Policy and all previous years**

It is Council's intent to financially assist non-profit organizations which render a service to the Village of Silverton.

In the majority of cases, it is anticipated that financial assistance will only be required to be given by the Village for a limited period of time, subject to annual review.

**For Grants-in-Aid that Council wishes to allocate annually**, Council has prepared the following list which is subject to an annual review prior to adopting the budget. The Organizations listed below will receive the amounts indicated.

Annually	Organization	Amount of Grant	Purpose
2021	Chamber of Commerce	\$24 per full year business license	
2021	Community Club	\$500	July 1 <sup>st</sup> celebration
2021	Other	\$500	Variable
2021	Royal Canadian Legion	\$50	Remembrance Day
2021	Slocan Lake Arts Council	\$5,000	Operations

**1. APPLICATIONS FROM OTHER NON-PROFITS and Youth**

will be judged on the following criteria.

- (a) has been operating no less than 6 months in the Village of Silverton;
- (b) is based in the community;
- (c) has membership within the Village or surrounding Region;
- (d) has a majority of its members as voting members, and;
- (e) the organization is in good standing with its licensing authority.

### **TIMING**

**Requests for a Municipal grant must be submitted to the Chief Administrative Officer by the 15<sup>th</sup> day of September, in the year prior to the year the grant is requested.** This will allow Council to determine budgeting requirements.

## **2. ADMINISTRATIVE PROCEDURES**

- (a) the total of all grants authorized in any one year shall not exceed the approved budgetary provisions;
- (b) all requests for a grant shall indicate the amount requested, an explanation of how the grant funds will be utilized and, should the grant request exceed \$200.00, a current operating budget and financial statement of the prior year shall be submitted;
- (c) ratification of grants-in-aid shall receive at least two thirds approval of all members of Council;
- (d) all applicants for a grant shall be notified of the disposition of their requests.

## **3. EXAMPLES OF PROJECTS TO BE CONSIDERED FOR A GRANT**

Organizations that will be considered for a grant must qualify under Sec. 182 of the Local Government Act (must not be a business) and shall comply with the following criteria.

- (a) be of a registered non-profit nature, or registered charitable organization or;
- (b) be a youth group, school or other non-business nature that;
- (c) is deemed by Council to be a benefit to the whole community;
- (d) provides a worthwhile service or facility to the Silverton community and does not duplicate or compete with existing services;
- (e) that can demonstrate fund handling competency;

## **4. CLASSIFICATION OF GRANTS**

- (a) all grants-in-aid will be governed by the following guidelines:
  - (i) no consideration should be given to requests submitted by organizations receiving assistance from the United Way;
  - (ii) no consideration shall be given to requests submitted by a non-Silverton not-for-profit, or non-Silverton groups.



**Village of Silverton**  
**APPLICATION FOR GRANT-IN-AID**

1. Date \_\_\_\_\_
2. Name of Group \_\_\_\_\_
3. Mailing address \_\_\_\_\_
4. Date Organization established in Silverton \_\_\_\_\_  
Registration Number of Non-Profit or Registered Charity \_\_\_\_\_
5. President's Name, address, and phone number:  
\_\_\_\_\_
5. Secretaries Name, address, and phone number:  
\_\_\_\_\_
6. Attach a List of the Board of Directors.
7. Name, address, and phone number of the contact person:  
\_\_\_\_\_
8. Attach a statement of the Organization's Objective.
9. Attach an outline of the Services or Programs provided by the organization.
10. Explain the purpose to which the Grant Funds will be expended.  
\_\_\_\_\_  
\_\_\_\_\_
11. List of the Municipal Facilities to be used and the duration of use.  
\_\_\_\_\_  
\_\_\_\_\_
12. Budget: \$ \_\_\_\_\_ Grant amount requested \$ \_\_\_\_\_
13. Attach a statement as to how the community will benefit.
14. Attach a list of the other sources of potential income or services already solicited, amounts requested and amounts granted.
15. Specify the amount of personal funding being used; i.e. bottle drives, raffles
16. Attach a statement of revenue and expenses.
17. The amount required to accomplish your objective: \$ \_\_\_\_\_
18. Attach a statement outlining the community support for your objective.
19. Attach a certification that the information provided is accurate and complete, is endorsed by your organization, and that you agree to the following conditions:

**20. CONDITIONS**

- (a) In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the Village of Silverton;
- (b) If there are any changes in the funding of the project from that contemplated in the application, the Village of Silverton will be notified of such changes through the Treasurer’s Department;
- (c) The Organization will make or continue to make attempts to secure funding from other sources;
- (d) The Organization will keep proper books of accounts of all receipts and expenditures relating to the project or program;
- (e) The Organization will make available for inspection by the Village or its auditors all records and books of accounts of the Organization upon request from the Village. An audited statement may be required;
- (f) If the Project or Program proposed in the application is not commenced, or it is not completed, and there remain municipal funds on hand, or is completed without requiring the full use of the grant, or where Council directs that the funds be returned, such funds will be returned to the Village through the Treasurer’s Department;
- (g) The Project or Program may not be represented as a Municipal Project or Program, and the Organization does not have the authority to hold itself out as an agency of the Village in any way, the only relationship being that the Municipality has approved and granted financial assistance to the Organization.

**ATTACH THE FOLLOWING TO YOUR SUBMISSION**

- 1. If required, a Copy of your most recent financial statements
- 2. Copy of your detailed budget for the current year
- 3. Copy of your Organization’s constitution and bylaws
- 4. Any other information which would assist in the evaluation of the request
- 5. Forward the package to the Village of Silverton at Box 14, Silverton, B.C. V0G 2B0, or drop it off at 421 Lake Ave.

- Approved or denied by Council Resolution # \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer