



**FINANCIAL ASSISTANCE
GRANT IN AID
INFORMATION PACKAGE**

**For further information please contact:
Mr. Mike Veenbaas, Director of Financial Services
District of Kent
PO Box 70, 7170 Cheam Avenue
Agassiz, BC V0M 1A0
604-796-2235**

I. General Information

- The final decision on all financial assistance / grants rests with Mayor and Council. Council reserves the right to waive or make exception to any details contained within this package.
- Financial assistance / grants will only be awarded to projects that can demonstrate that they meet the criteria specified within this package. Council cannot provide assistance to industrial, commercial or business undertakings.
- “In kind” labour and / or services will not be considered as a reimbursable expense to organizations.
- Financial assistance (grant, fee waivers or loans) will not be considered for projects which have been completed or which have begun prior to the decision date.
- For further information, prospective applicants may contact the Director of Financial Services at 604-796-2235 at the District of Kent Municipal Hall.

II. Application Process

- Applicants, when applying for financial assistance / grants are required to submit the following information addressed to the Director of Financial Services, District of Kent, PO Box 70, 7170 Cheam Avenue, Agassiz, BC V0M 1A0 prior to the required deadline:
 1. A covering letter on the organization’s letterhead detailing the specific amount requested;
 2. The required information as defined within this information package;
 3. A completed Application Form (see Schedule “A”);
 4. A completed Commitment Letter (if required); and
 5. Other required financial documentation or financial statements.
- Council will then review the financial assistance / grants submissions. Based on this preliminary review, additional information may be requested.
- Once Council has adjudicated its decision, a letter will be sent to all applicants advising of the status of their respective request.

III. General Criteria

- The registered non-profit society or recognized local organization applying must have: (1) demonstrated financial need; (2) sound financial and administrative management; and (3) considerable volunteer involvement.

IV. Funding Categories / Types

Council will consider financial assistance / grant funding under the following categories:

Type 1: Operating Grant Funding to Community Organizations

This category covers all operating grant funding requests including paying property taxes, wages, room rental, leases, etc. A total maximum annual approved funding for this category will be based on the prior year's amount.

The group must clearly show that their program or organization directly benefits the District in terms of providing services, infrastructure and / or facilities to the community.

Other criteria that will be taken into consideration include:

- Number of volunteers and / or paid staff;
- Number of people served in the community;
- Accessibility for residents;
- Broad based of community support;
- Other sources of financial support;
- Local in focus; and
- Service or program not duplicated by the District of Kent.

Applications in this category must include the following:

- Covering letter detailing their funding request;
- Completed Application Form (see Schedule "A");
- Copies of the organization's most recently approved financial statements;
- Operating budget for the following year or project budget, including its requested municipal funding;
- Demonstration of other funding or sources of revenue; and
- Other information about the organization's operations or programs relevant to the process.

Applications for a capital grant must be done separately under the provisions of Type 2: Capital Grant Funding to Community Organization.

Any group applying in this category must apply by November 15 of each year preceding the budget year.

Type 2: Capital Grant Funding to Community Organizations

This category covers all capital grant funding requests. Capital is defined as equipment or infrastructure and has a useful life of more than one year. A total maximum annual approved funding for this category will be based on the prior year's amount.

Each request must have a minimum of 50% matching capital funds raised through other means, for example fundraising or grants from other sources.

The group must clearly show that their program or organization directly benefits the District in terms of providing services, infrastructure and / or facilities to the community.

Other criteria that will be taken into consideration include:

- Number of volunteers and / or paid staff;
- Number of people served in the community;
- Accessibility for residents;
- Broad based of community support;
- Other sources of financial support;
- Local in focus; and
- Service or program not duplicated by the District of Kent.

Applications in this category must include the following:

- Covering letter detailing their funding request;
- Completed Application Form (see Schedule "A");
- Copies of the organization's most recently approved financial statements;
- Capital project budget reflecting proposed revenue and expenses;
- Demonstration of other funding or sources of revenue; and
- Other information about the organization's operations or programs relevant to the process.

Once a capital grant has been approved, 80% of the grant funds will be paid before or during the project; however, the remaining 20% of the grant funds (holdback) will be released once the applicant has provided evidence, which is satisfactory to the Director of Financial Services, of completion of the project (for example copies of paid invoices). A letter outlining that the project has been completed must be submitted to the District prior to the 20% grant holdback being released.

Type 3: Requests for Fee Waivers (for use of District facilities) and / or request for In Kind Services Provided by the District.

This category applies to organizations that request fee waivers during the year for use of District facilities or in kind services provided by District staff and / or equipment. A total maximum annual approved funding for this category will be based on the prior year's amount.

Any organization requesting a fee waiver and / or in kind service from the District must submit a letter at least ninety (90) days prior to their event.

If the request relates to a special event then the applications in this category must include the following:

- Covering letter detailing their funding request;
- Completed Application Form (see Schedule "A");
- Special events budget;
- Demonstration of sufficient liability insurance coverage;
- Estimation of proposed attendance;
- Demonstration that other funding or sources of revenues have been received or expected to receive; and
- Confirmation that the special event is local in nature and involve minimal paid staff.

The group must clearly show that their project directly benefits the District in terms of providing services, infrastructure and / or facilities to the community.

Type 4: Loans or Loan Guarantees to Organizations

This specific type of financial assistance to non-profit organizations is permitted under the provisions of the *Community Charter*.

Criteria for awarding financial assistance by way of a loan or loan guarantee include:

- Significant number of volunteers;
- Registered non-profit society (with annual reports provided);
- Demonstrated financial need – must provide a copy of the organizations' most recently approved financial statements and a project budget as well as an operating budget;
- Other source(s) of financial support for the project;
- Local in focus; and
- For capital projects only.

Conditions of funding in this category:

- Assistance can be no more than one-third (1/3) of the total capital project;
- Security on the loan;
- Must be repaid within a five (5) year period;
- Financial loan agreement to be executed by the Society and the District;
- Public Notice in accordance with the *Community Charter*; and
- Other conditions as approved by Council.

Once a loan has been approved, 80% of the grant funds will be paid before or during the project; however, the remaining 20% of the loan funds (holdback) will be released once the applicant has provided evidence, which is satisfactory to the Director of Financial Services, of completion of the project (for example copies of paid invoices). A letter outlining that the project has been completed must be submitted to the District prior to the 20% grant holdback being released.



The Corporation of the District of Kent
 7170 Cheam Avenue
 PO Box 70, Agassiz, BC V0M 1A0
 Phone: 604-796-2235
 Fax: 604-796-9854
 Web: www.district.kent.bc.ca

FINANCIAL ASSISTANCE/GRANT IN AID APPLICATION

Deadline for submission by November 15
 (for following year)

APPLICATION #: _____
 (FOR OFFICE USE ONLY)

SCHEDULE "A"

NAME OF ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

MAILING ADDRESS _____

(IF DIFFERENT FROM ABOVE)

CONTACT PERSON: _____

PHONE: _____ FAX: _____ CELL: _____ EMAIL: _____

GRANT ELIGIBILITY AREA:

- SPORT
- RECREATION
- CULTURE
- HERITAGE
- FINE ARTS
- PUBLIC SAFETY AND COMMUNITY WELFARE
- BEAUTIFICATION PROJECT
- OTHER (PLEASE SPECIFY) _____

AMOUNT REQUESTED \$ _____
 TOTAL PROJECT BUDGET: \$ _____
 (ATTACH COMPLETED BUDGET FORM)

HAVE YOU APPLIED BEFORE? YES No
 WHEN: _____
 GRANT RECEIVED: \$ _____
 HAVE YOU SUBMITTED A FINAL REPORT? YES No

INCORPORATION No. _____ DATE OF INCORPORATION: _____
 (APPLICANTS MUST BE NOT-FOR-PROFIT ORGANIZATIONS OR BE OTHERWISE PUBLICLY ACCOUNTABLE)

DOES YOUR ORGANIZATION RECEIVE A PERMISSIVE TAX EXEMPTION? YES NO

DOES THE ORGANIZATION THAT OWNS THE BUILDING YOU OCCUPY RECEIVE A PERMISSIVE TAX EXEMPTION? YES NO

DESCRIBE YOUR ORGANIZATION, ITS MANDATE AND PROGRAMS(S) INCLUDING NUMBER OF VOLUNTEERS AND/OR PAID STAFF; NUMBER OF PEOPLE SERVED IN THE COMMUNITY:

DESCRIBE THE PROJECT FOR WHICH FUNDS ARE BEING SOUGHT. PLEASE INDICATE WHY THIS PROJECT IS UNIQUE OR DIFFERENT FROM OTHER ACTIVITIES AND WHY YOU THINK IT SHOULD RECEIVE MUNICIPAL FUNDING. FEEL FREE TO USE ADDITIONAL PAPER.

PROJECT DESCRIPTION:

PURPOSE OF THE PROJECT INCLUDING DIRECT BENEFITS TO THE DISTRICT IN TERMS OF PROVIDING SERVICES, INFRASTRUCTURE, AND/OR FACILITIES TO THE COMMUNITY:

NAMES OF THOSE INVOLVED IN CARRYING OUT THE PROJECT:

DATE AND PLACE OF PROJECT:

**COMMUNITY GRANT PROGRAM
BUDGET**

*Please provide detailed revenue projections and indicate which revenue is speculative.
(Note: Type 2 Capital Grants must have a minimum of 50% matching capital funds raised through other means)*

	Source	Amount
GRANTS:		\$
		\$
		\$
		\$
		\$
Total Grants:		\$

ADMISSION/FEES:		\$
		\$
		\$
		\$
		\$
Total:		\$

OTHER EARNED REVENUE:		\$
		\$
		\$
		\$
		\$
Total Other:		\$

TOTAL REVENUE:		\$
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	Item	Amount
EXPENSES:		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSES:		\$

CHECKLIST:

Have you submitted the following documents by the application deadline?

- Cover letter;
- Completed Application form;
- Copy of BC Society certificate *(if applicable)*;
- Budget;
- Final Report for Previous Grant *(if applicable)*; and
- Copy of most recent Financial Statements

YOU ARE WELCOME TO INCLUDE ANY SUPPORTING MATERIAL THAT WOULD ASSIST THE DISTRICT OF KENT IN ASSESSING YOUR APPLICATION.

Mail or deliver this application to:

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Agassiz, BC V0M 1A0

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