

MEMORANDUM OF AGREEMENT

Grants-in-Aid

This Memorandum of Agreement (“MOA”) is made and entered into on this day of _____, 2023 by and between The City of Courtenay and the Comox Valley Community Foundation.

1. Names and addresses of all parties

The City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7
Phone: 250-703-4860
Email: Alangenmaier@courtenay.ca
Attn: Adam Langenmaier, Director of Financial Services

Comox Valley Community Foundation
PO Box 1454
Comox, BC
V9M 7Z9
Phone: 250-338-8444
Email: executive-director@cvcfoundation.org
Attn: Susan Auchterlonie, Executive Director

2. Purpose

Whereas the City of Courtenay, established as a municipal government under *The Local Government Act* (RSBC 2015), is responsible for the provision of local services such as fire protection, public works and recreational facilities (parks and community centres);

Whereas the City of Courtenay has administered a Grants-in-Aid program as a means of financial support to organizations based in The City of Courtenay, in accordance with its Policy #1850.00.04: Provision of Grant-in-Aid and other Forms of Financial Support;

Whereas the Comox Valley Community Foundation is an independent charitable foundation registered with Canada Revenue Agency, whose mission is connecting our community to enrich life for all;

Whereas the Comox Valley Community Foundation is able to receive, manage, control and use donations for charitable purposes; and

Whereas the Comox Valley Community Foundation has the experience, expertise, systems and capacity to administer a Grants program.

The City of Courtenay (City) and the Comox Valley Community Foundation (CVCF) hereby enter into an agreement for CVCF to administer the City's Grant-in-Aid program through CVCF's Community Enrichment Grants process.

3. Timelines

This initial agreement shall be in force beginning July 1, 2023 through December 31, 2025, with the option to renew thereafter.

4. Responsibilities

The City of Courtenay will:

- Commit to and provide Grant-in-Aid funds to CVCF, in accordance with the payment schedule outlined in item 6.
- Review and approve any news releases promoting this Agreement and the CVCF's Community Enrichment Awards when the City is specifically mentioned.
- Attend the Community Enrichment Awards celebration to present the Grants-in-Aid to recipients.
- Attend outreach/site visits with Grant-in-Aid recipients as time and interest permits.

CVCF will:

- Administer the City's Grant-in-Aid program through its Community Enrichment Grants process, inclusive of publicizing the granting opportunities, receiving applications, communicating with applicants, reviewing and adjudicating applications, and deciding on successful recipients.
- Prepare and submit for review any news releases promoting this Agreement and the CVCF's Community Enrichment Awards when the City is specifically mentioned.
- Invite the City (Mayor and Council) to attend the Community Enrichment Awards celebration to present the Grants-in-Aid to recipients.
- Invite the City (Mayor and Council) to attend any outreach/site visits with Grant-in-Aid recipients.
- Act as financial administrator, inclusive of confirming eligibility and issuing payments.
- Ensure all reporting requirements are met.

5. Reporting requirements

CVCF will maintain all records related to the City's Grant-in-Aid program and will provide a report to the City as to the allocation of Grants-in-Aid by March 30 of each year.

6. Payment Schedule

Gaming Funds will be the primary funding source for all monetary commitments by the City. The City will provide the funds to CVCF for distribution by December 31 for distributions to be made in the following year.

	2023	2024	2025	Total
Grant Funds	\$50,000	\$50,000	\$50,000	\$150,000
Service Fee	\$2,500	\$2,500	\$2,500	\$7,500
Total	\$52,500	\$52,500	\$52,500	\$157,500

7. Fees

In accordance with its Policy 2.2: Administration Fees, CVCF will charge the following fees to administer the City's Grants-in-Aid program:

- 5% for amounts up to \$99,999
- 4% for amounts between \$100,000 to \$499,999

8. Criteria for granting

Eligibility for grants will be in accordance with CVCF's Policy 3.1: Granting, attached as Appendix I.

In addition, the following criteria required by the City will determine eligibility for Grant-in-Aid funds from the City:

- Organizations must be based in The City of Courtenay.
- Funding is not available for individuals or for profit entities.
- The project/activity must benefit the entire community (all ages and groups).
- The request is the only financial support from the City.
- Other sources of funding have been applied for.
- The organization is financially sustainable.
- Each Grant-in-Aid from The City of Courtenay funds will not exceed \$10,000.

9. Acknowledgements

Grant recipients will be asked to publicly acknowledge the City of Courtenay's contribution and that of the CVCF. Copies of media releases, articles, newsletters, brochures or any related publicity by recipients is to be forwarded to CVCF, who will gather and provide to the City.

10. Acceptance

For the City of Courtenay:

Mayor

Adam Langenmaier BBA, CPA, CA,
Director of Financial Services

For the Comox Valley Community Foundation:

Christine Helpard, President

Susan Auchterlonie, Executive Director

APPENDIX 1 - CVCF POLICY 3.1: GRANTING

a) Granting Principles

All grants are made only to support the purposes as stated in the Comox Valley Community Foundation's (CVCF and/or Foundation) Constitution and in accordance with the policies from time to time approved by the Board of Directors. The Foundation bases its granting on the following principles:

- i. Innovation where there is demonstrated need, the likelihood of effectiveness, and strong potential to serve as a model to others.
- ii. Partnerships and collaborations to make the best use of limited resources.
- iii. Projects and/or activities that build on the strengths of the community to respond to identified issues and priorities.
- iv. Demonstrated commitment to the project and/or activities through the applicant's contribution of human and/or financial resources.
- v. Evidence of significant and appropriate support from other funding sources (including the community).
- vi. Involvement of the target population benefitting from the proposed project/activities in the development, implementation and evaluation of the project/activities.
- vii. Demonstrated commitment to equity, diversity and inclusion.
- viii. Realistic plans for longer-term funding for projects and/or activities that will be ongoing after the grant's completion.

b) Eligibility & Criteria

Eligibility for all CVCF Grants

Individuals and for-profit organizations are not eligible to receive grants from the Foundation.

The minimum eligibility requirements for all CVCF grants include:

- i. Registered charities and other qualified donees as defined in the Income Tax Act.
- ii. Projects and/or activities must occur in the Comox Valley (School District 71) or be of direct benefit to the residents of the Comox Valley.
- iii. All applicants also must be in good standing with the Foundation, including but not limited to completion of reporting from previous grants and grant recognition requirements.

Donor-advised funds may have additional eligibility criteria, beyond that expressed above and below.

Criteria: Community Enrichment Grants

The following activities/costs are ineligible for Community Enrichment Grants:

- i. Scholarships or bursaries (funded elsewhere by the Foundation)
- ii. Activities of religious organizations that serve primarily their membership and/or religious purposes
- iii. Political activities, specifically directly or indirectly supporting or opposing a political

- party or candidate for public office
- iv. The establishment of or addition to endowment funds
- v. The establishment of or addition to operating reserves

Eligibility: Professional Development Grant

- i. As above in “Eligibility for all CVCF Grants”
- ii. Eligible beneficiaries include full and part time staff and volunteers

Criteria: Professional Development Grant

- i. The application may be for any professional training or learning opportunity (i.e. provided by an accredited organization or professional)
- ii. Only one application per organization is permitted per year.

c) General Granting Policies

- i. Budget – The total of all grants and allocations in any year will be determined by the Finance and Investment Committee, approved by the Board, and will meet the minimum disbursement quota in terms of the amounts and timing as required by the Income Tax Act.
- ii. Publication of Grants Program – The Foundation will publish information about the availability of grants and granting procedures in the Comox Valley area media and on the CVCF website.

d) Application Procedure

- i. Submission of Applications – The Foundation accepts grant applications primarily online. Grant applications in final form shall be submitted to the online platform by the deadline date. An application in final form shall consist of the original completed online application form and such additional copies and supplementary information as may be required. In the event an organization is not able to access and/or use the online system, Foundation staff will assist with the completion of the application. Such arrangements must be completed prior to the deadline date.

When an application is received, it is reviewed by staff for basic requirements of eligibility and good standing. The Grant Review Task Force and/or other review bodies as appropriate will then consider applications and make recommendations to the Board. Final decisions on granting shall be the sole responsibility of the Board. The Board’s decision is final and not subject to appeal.

- ii. Communications – All communication regarding grant applications or potential applications shall be channeled through the Executive Director or whomever he/she appoints. Board and Task Force members shall avoid personal intervention.

Grant approvals shall be formally and publicly announced. All grant applicants shall be informed of the Board’s decision in advance of public announcements.

e) Payment and Monitoring of Grants

- i. Grant recipients shall enter into an agreement approved by the Foundation and no portion of any grant shall be paid prior to receipt of the agreement duly executed.
- ii. All grant expenditures or commitments shall occur within a timeframe approved by the Board from the commencement of the granting period through a termination date stated in the standard letter of agreement.
- iii. Any substantial deviations from the approved budget and/or project shall ordinarily require prior approval by the Board. The Executive Director may approve minor variations and report such approvals to the Board at its next scheduled meeting.