

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

**PURPOSE:**

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay.

**POLICY:**

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

1. Entity must complete the Application and provide correspondence to City Council:
  - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,
  - b. what special interest they represent and a demonstrated financial need,
  - c. how much grant-in-aid or other financial commitments from the City they are requesting,
  - d. describe what project the resources will be used for,
  - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,
  - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable,
  - g. provide the organization’s financial statements for the past three years,
  - h. identify projects in the Comox Valley they have successfully completed,
  - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;
  - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,
  - k. identify what City support they have received in the past five years and how it has been used.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals or for profit entities.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
5. Payments will only be issued upon direction provided by the Comox Valley Community Foundation.
6. Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.
7. Applicants must publicly acknowledge the City of Courtenay’s contribution.
8. Applications must be submitted by the deadline to the Comox Valley Community Foundation using their prescribed application method.
9. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

**SCOPE:**

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay through the Comox Valley Community Foundation. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City’s strategic priorities as identified in the Strategic Priorities found on the City’s webpage.

**RELATED DOCUMENTS:**

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**RESPONSIBILITY:**

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

**REVIEW DATE:**

This policy has an intended life of 20 years, or less dependent on the discretion of Council of-the-day.

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