



City of Kelowna  
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# Council Policy

## Grant-in-Aid Funding Requests

APPROVED September 14, 1992

RESOLUTION: R375/10/04/26

REPLACING: R788/06/08/08; R121/06/02/06; R494/01/06/18; R871/98/11/02; R438/1997/06/16; S1053/1992/09/14; R1202/1989/10/10

DATE OF LAST REVIEW: April 2010

### A. GENERAL

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If the City provides the facility or funds the organization through an existing grant, generally no grant request will be considered. Extraordinary requests for grants must be accompanied by details of efforts made by the organization to obtain funding through other means.

If the City does not provide the facility, grant requests may be considered for rebate of taxes and for other purposes. The organization must submit details of efforts made to obtain funding through other means.

All requests must indicate whether requests for grants for the current year have been submitted to other organizations.

All requests must be accompanied by a current financial statement and a proposed budget. In specific instances Council may require that the organization's records be audited.

Only non-profit organizations are eligible for Grants-in-Aid.

Funding for "Student Exchange Purposes" will not be considered by Council as eligible for a Grant-in-Aid.

### B. GRANTS FOR REGIONAL FUNCTIONS

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Requests for grants by organizations whose function is basically regional in nature will not be approved.

### C. FUNDING FOR OTHER ORGANIZATIONS

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Applications for grants will not be eligible if the organization proposes to, in turn, grant a portion of the grant received to other organizations.

### D. GRANTS FOR RENTAL OF FACILITIES

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Requests for grants for payment of rental charges will not be considered unless the organization can demonstrate that they are unable to raise funds to pay for rentals, and the use of the facility by the applicant serves a community need or purpose.

Requests for grants to pay for rental of community facilities will not be approved when the intent is to raise funds for a particular purpose and it can be reasonably assumed that the project can meet its expenses and will be profitable.

Requests for financial assistance for rental waivers will not be considered until after the event has taken place.

Requests for financial assistance for rental waivers must then be accompanied by a financial accounting, which demonstrates a need, and forwarded to the Financial Services Department. Staff will prepare a recommendation for Council based on information provided.

Council may approve ongoing rental waivers for non-profit community events such as Folkfest or Triathlon as a part of the annual budget process.

## **E. PARTICIPATION IN PROVINCIAL OR NATIONAL CHAMPIONSHIPS**

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Occasional requests for financial assistance from arts and cultural organizations participating in Regional (i.e.: Western Canada) or National Championship events which require out-of-town travel will be considered on a specific basis.

These funds are available to those winning Provincial or Regional Championships in Arts or Cultural activities.

Policy provides for a maximum of \$1,500 per group and a maximum of \$500 per individual for travel assistance. Requests must be accompanied by a budget outlining revenues and expenditures for proposed trip.

The Mayor is granted authority by Council to administer this program.

## **F. OTHER SUPPORTING GRANTS**

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THAT grants for social program requests be determined by the "Community Social Development Grant Policy No. 218".

THAT grants to local arts organizations be determined through the by the "Arts & Culture Policy No. 274".

THAT event hosting grants to local sport organizations be determined by the "Sport Event Development Grant Policy No. 298".

THAT hosting grants to aid in athletic travel to high level competitions be administered through the "Athletic Excellence Grant Policy No. 333".

## **G. TAX EXEMPTIONS**

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Granting of Tax Exemptions will be limited to the Municipal portion of taxes due.

## **H. ACCOUNTABILITY**

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Organizations receiving grants from the City shall provide an accounting of the event or purpose for which the grant was approved as follows:

- a) Within 45 days of the date of the event where the grant or rental waiver is for a specific one-time event, or
- b) Within 60 days of the end of the organization's fiscal year where the grant or rental waiver is for a program.
- c) Non-compliance with accountability guidelines will result in removal of organization from the grant-in-aid process.

## **I. SPONSORSHIPS CONFERENCES/EVENTS**

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Requests for a funding or sponsorship contribution from the City related to conferences or events shall be considered by Council in the following circumstances:

- a) - the conference or event is being held within the City of Kelowna; and
- b) - the City of Kelowna (Council or staff) is directly involved in hosting or participating in the conference or event, or
- c) - an association with the City exists through a City of Kelowna committee, a professional organization to which City staff belong, or an organization which includes municipal elected officials from Kelowna among its membership.

The City will request that any such sponsorship be targeted towards a specific event, such as refreshments for an opening reception or coffee break, where the City can be identified as the sponsor.

Sponsorship provided to those events with direct City involvement would generally be greater than that provided to those with an association only.

Requests must be made via written letter addressed to Mayor and Council, and where approved, funding shall come from Council Contingency

**REASON FOR POLICY**

To establish a policy for handling grant-in-aid funding requests.

**LEGISLATIVE AUTHORITY**

Local Government Act, Sec. 176; Council Resolution

**PROCEDURE FOR IMPLEMENTATION**

Applications for grants-in-aid received will be forwarded to the Director of Recreation & Cultural Services. Requests will be initially reviewed to ensure the requests meet the criteria, and if eligible, further review with the Director of Finance (and other appropriate departments as needed) prior to it being forwarded to the City Council for approval.