



TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: GRANT OF ASSISTANCE	SECTION: FINANCE NUMBER: 2.7 PAGE 1 OF 9
ADOPTED: April 6, 2004 REVISED: July 5, 2005, Dec 20, 2005 July 16, 2019, Dec 7, 2021	RESOLUTION NO.: R2021-427

1. PURPOSE:

To provide a framework and procedures for individuals, groups or non-profit corporations to access financial assistance to organize a community event, run a program or offer a service to the citizens of Gibsons and/or the Sunshine Coast.

2. POLICY:

- a. The Town of Gibsons recognizes that from time to time individuals, groups and non-profit organizations representing the local community or the Sunshine Coast Region may need assistance to participate in an activity, start-up a new program or to enhance a program that is already established, or to conduct a program/event that is for the benefit of residents of Gibsons and/or the Sunshine Coast.
- b. Council may provide assistance directly, by resolution of Council.
- c. This policy is established to ensure fair and timely access to assistance that Council is able to provide as through the approved budget. Assistance will not be provided to a business or for the purpose of competing with a business.
- d. Assistance approved by Council under this Policy will reflect the following priorities:
 - Youth Programs;
 - Seniors Programs;
 - Programs that benefit disadvantaged members of the community;
 - Programs that are designed to improve the economic, social and environmental well being of the community;
 - Events that are held in the community and are open to all members of the community;
 - New programs or enhancements to existing programs;
 - Provide a service, project or event that supports the strategic goals of the Town of Gibsons.



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- e. The following criteria will be used to determine priorities for allocating grants to eligible applicants:
- The need addressed by the program/project/event, and its value to the community;
 - The appropriateness, effectiveness, and quality of delivery of the program/project/event;
 - The project, program, service or special event that is accessible to a large portion of the community's residents;
 - The demonstrated need for the financial assistance.
- f. The total grant amount provided per program/event will not exceed 10% of the Town's annual Grants of Assistance budget, with a maximum submission of two applications per organization per year.
- g. Council will not provide financial assistance for the following:
- An organization offering direct financial assistance to individuals or families;
 - Duplicate or replace services that fall within the mandate of senior levels of government or local service agency;
 - Support a Provincial or National fundraising campaign;
 - Commercial in nature;
 - An organization's request for usual operational or core expenses;
 - Applicants where the funds will be used for team or club sponsorships;
 - The application is part of an annual fund drive for sustaining support;
 - The organization shows a dependency on future funding.
- g. Requests to reduce Development Cost Charges, Town of Gibsons taxes and Town of Gibsons utility fees for water or sewer will not be considered under this Policy.

3. PROCEDURES:

- a. Individuals or groups and non-profit organizations in the community may apply for assistance for short term assistance of a financial nature.



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b. Applicants are required to complete an application form, 'Schedule A' attached. The following additional information will be required to be submitted:

- a prior years financial statement;
- a budget for the current year;
- a business plan;
- proof of incorporation (if applicable).

c. All applications will be reviewed by the Committee of the Whole, or a Committee appointed by Council, which will make a recommendation to Council to approve, not approve or refer the application back to staff or the organization for more information. The Committee may request the applicant or a representative thereof to present their application in-person to the Committee.

To facilitate the timely processing of requests, applications for assistance must be submitted to the Director of Finance before:

- Submission Date 1 - March 15 or
- Submission Date 2 - September 15

and, if complete, will be presented to the Committee of the Whole for consideration. The Director of Finance will review the applications and prepare a report for the Committee.

d. Applications for assistance will only be approved for the Town's current fiscal year. Exceptions may be considered if the applicant specifies that the assistance is required before the Town of Gibsons annual budget is approved for the next fiscal year.

e. Applications for projects deemed by the Committee to be 'regional' in nature will be returned to the applicant with a recommendation that they be submitted to the Sunshine Coast Regional District for consideration of support.



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- f. Assistance that is surplus to the applicant's needs or that are not required because a program does not go ahead, must be returned to the Director of Finance forthwith.
- g. The Town of Gibsons may be acknowledged as a sponsor in any event or program advertising or publications. However, the program or project may not be represented by the applicant as being a program of the Town of Gibsons.
- h. Council may require additional conditions in respect to assistance provided under this Policy.
- i. Applicants are encouraged to also apply for grants or other forms of assistance that may be available from the Province of BC, the Government of Canada, charitable organizations or any other organization that may be prepared to sponsor community programs for operating and/or capital costs.
- j. Grants are made available within budgetary constraints. An organization may not be approved for a grant for any reason including the Town's budgetary limitations, even though the applicant met all of the conditions for a grant.
- k. Council reserves the right to limit the amount and number of donations made to a particular applicant.



Schedule 'A' to Grants of Assistance Policy

Town of Gibsons Application for Grants of Assistance

Freedom of Information and Protection of Privacy Act

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose. The Town considers this information to be public and it will be considered at meetings of the public and is available for public inspection. Further information may be obtained by speaking with the Town's Director of Corporate Services at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Application Details:

Date: _____ Date Received: _____

Name of Applicant or Organization:

Address: _____

Phone No: _____ Email: _____

Type of Assistance Requested:

Community service/program OR Community event or activity

Budget: \$

Grant Amount*: \$ _____ In-Kind Assistance Requested: _____

*Note: Council Policy limits individual grant awards to 10% of the annual Grants of Assistance budget, with a maximum submission of two applications per organization per year.

Describe your organization, its mandate, program(s) and membership:

Describe the project or program that you are applying for assistance for:

Project Title: _____

Project Description: _____

Purpose of the Project: _____

The names, phone numbers and emails of key contacts administering the event:

Dates and Location of the Project: _____

Describe how the project will benefit the Town of Gibsons: _____

Financial Information:

Please include copy of a current budget or complete the budget statement, Appendix 1, attached to this application form.

Applications for Assistance over \$1,000.00 are required to provide the following additional information:

- Financial Statement for last calendar or fiscal year of operations
- Business Plan or statement of objectives

If this information is not available please provide a brief statement as to why:

List source(s) of any other assistance received or applied for in relation to this project/program and the amount:

1. _____

2. _____

3. _____

4. _____

5. _____

Submission check List

- Previous project report (Applicable to organizations that have previously received funding under this program. See Additional Condition Item 4.)
- Prior years financial statement
- Budget for the current year
- Business plan
- Proof of incorporation (if applicable)

Signature(s) and Conditions:

We certify that to the best of our knowledge the information provided in this Town of Gibsons Application for Assistance is accurate and complete and is endorsed by the organization that we represent. If this application is approved, we agree to the conditions set out below and to any other conditions approved by Council and appended hereto.

Signature: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____
(two authorized signatures are required for organizations or registered non- profit groups)

Additional Conditions:

1. In the event that the assistance is not used or is no longer required for the project that it was intended and described in this application, the Town will be notified immediately and any remaining funds will be returned to the Director of Finance.
2. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program and will make these records available to the Town of Gibsons for inspection if requested.
3. The applicant acknowledges that an audited statement for the project or program may be required.
4. The applicant agrees to provide a report within 90 days of the completion of the project detailing:
 - a. results of the project and its economic benefits, if any, to the Town of Gibsons, and;
 - b. information on how the organization has prepared to make the project/program sustainable in future years. (Note: this applies to multi-year projects.)
5. The project or program may not be represented as a program of the Town of Gibsons and the applicant does not have authority to represent itself as an agency of the Town of Gibsons in any way.
6. The Town of Gibsons may be acknowledged as a sponsor in any program publications or marketing.

Comments by the Director of Finance:

**Town of Gibsons Application for Grants of Assistance
Appendix 1**

BUDGET

Please give details of revenue and expenditure projections. Indicate which revenue is secure and which is speculative.

REVENUE (Please State Source)		EXPENDITURE (Please Itemize)	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
SECURE			
Sub-Total			
SPECULATIVE			
Sub-Total			
TOTAL		TOTAL	

Authorized Signature: _____ Date: _____