



COMMUNITY GRANTS / SPONSORSHIP PROGRAM

Passed by Mayor and Council:

January 22, 1996

Revisions: November 24, 1997

May 28, 2007

December 3, 2012

February 2, 2015

September 29, 2015

November 7, 2016

May 15, 2017

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District of Kitimat Community Grants/Sponsorship Program

The Municipal Council of the District of Kitimat awards grants to various non-profit community groups requiring financial assistance. The intention of municipal grants is to financially supplement the activities of community based organizations that promote youth activities, new economic incentives, tourism, athletic events, arts, culture, community spirit and improved quality of life for Kitimat residents.

The grant program covers six areas:

1. *Travel Grant*
To encourage youth in our community to pursue leisure programs of their choice in arts, athletics and personal development.
 - Applications available from District of Kitimat office.
 - Approval – Director of Leisure Services or delegate.
2. *Community Event Grant*
To assist volunteer/non-profit organizations in the promotion of special events, tournaments and workshops that provide economic, cultural and social benefit to the community.
 - Applications available from District of Kitimat office.
 - Approval – Director of Leisure Services or delegate.
3. *Capital Projects*
To assist in capital cost of publicly accessible facilities for the social, cultural and recreational well being of the community.
 - Presentation to be made to Council.
 - Call 250-632-8910 to set up a meeting with the Director of Leisure Services or delegate to review application.
4. *Community Partnerships*
The partnership of public and non-profit or volunteer agencies that operate facilities or events that provide economic, cultural and social benefit to the community.
 - Presentation to be made to Council.
 - Call 250-632-8910 to set up a meeting with the Director of Leisure Services or delegate to review application.
5. *Major Event Sponsorship*
To assist organizations and to provide opportunities for hosting major events such as tournaments and cultural activities that will provide a significant economic benefit to our community.
 - Call 250-632-8910 to set up a meeting with the Director of Leisure Services or delegate to review application.
 - Approval – Director of Leisure Services or delegate.
6. *District of Kitimat Initiated Events*
To provide opportunities to host a major event such as a tournament and/or cultural activity which would result in significant economic or social benefit to our community.

APPLICATION FOR PROGRAM

Applications for the District of Kitimat Community Grants/Sponsorship Program are to be made prior to the program happening, but only after the organization has confirmed the program will proceed.

TECHNICAL REQUIREMENTS OF COMMUNITY GRANTS/SPONSORSHIP PROGRAM

Administration and Council may approve municipal grants provided that provisions of the *Local Government Act* have been met and as noted in this policy.

Request for grants will be applied for as needed, and:

- (a) Grant applications will only be considered from non-profit organizations;
- (b) Grants will be awarded for events that have a community wide base and/or opportunity;
- (c) Administration approved grants may be done by the Director of Leisure Services or delegate. Administration can approve grant requests that meet the terms of the policy for Travel, Community Events and Major Event Sponsorship;
- (d) If the applicant disagrees with the awarded amount they may appeal to Council by presenting at a Regular Meeting;
- (e) Council approval requires an affirmative vote of two-thirds of Council members. Council will approve grants that meet the terms of the policy, but may at times hear alternate requests for approval. Council will review all grant requests for Capital projects, partnerships and District of Kitimat initiated events;
- (f) Grant funding will be from the Community Grant Budget;
- (g) Applicants must apply prior to the function/activity taking place;
- (h) Applicants must provide budget of how the funds from the grant-in-aid will be expended;
- (i) Applicants must submit copies of the organization's most current financial statement;
- (j) Applicants registered as Societies must be in good standing with the Registrar of Societies;
- (k) No grants will be awarded to organizations requesting relief from normal municipal fees for facilities, equipment, personnel, etc.... However, this policy is not intended to prevent community based groups from applying for a grant-in-aid for the purpose of offsetting normal fees charged for facilities, equipment, personnel, etc;
- (l) No grants will be awarded to community based organizations seeking relief from property taxation that does not qualify pursuant to the *Local Government Act*;
- (m) No grants will be awarded to community based organizations seeking relief from water, sewer, garbage or other municipal service fees;
- (n) Grants may be awarded for projects held within the District of Kitimat boundaries;
- (o) No grant will be awarded for events that promote self interest, i.e.: membership drives, political events, rallies in support of a cause, religious events, trade unions, professional organizations or fraternities;
- (p) Application forms must be completed;
- (q) No grant will be awarded until proof of liability insurance indemnifying the District of Kitimat is provided;
- (r) The Grant Program will be advertised in the Leisure Services Department brochures;
- (s) Grant applications are available at the District of Kitimat administration office, Tamitik Jubilee Sports Complex and Riverlodge Recreation Centre.

TRAVEL GRANT

Purpose

To encourage youth and adults in our community to pursue leisure programs of their choice in arts, athletics, and personal development by providing the opportunity for a travel grant to ease the financial burden resulting from living in a remote location.

Travel Assistance

1. Eligibility

Youth:

- (b) Recognized youth in arts, cultural, amateur recreation/sport development;
- (c) Applicants must be Kitimat based;
- (d) Event sanctioned by provincial governing body.

Adult:

- (a) Meet the requirements of the current Leisure Access Program;
- (b) Council determines there is a direct benefit, social or economic, to the community;
- (c) All other financial means of support have been exhausted;
- (d) Recognized in arts, cultural, amateur recreation/sport development;
- (e) Applicants must be Kitimat based;
- (f) Event sanctioned by provincial governing body.

2. Administration Process

- (a) Applications available at DOK main office, Riverlodge, and Tamitik;
- (b) All applications deemed to be eligible will be reviewed by Administration;
- (c) Granting is subject to availability of funds provided in the District of Kitimat annual budget;
- (d) Any additional information which applicant feels will assist the Travel Grant evaluation may be attached;
- (e) Applicants may be required to provide Administration with further information to clarify questions on their application;
- (t) Approval provided by Administration. If the applicant disagrees with the awarded amount they may appeal to Council by presenting at a Regular Meeting;
- (f) Grant applications will be received and granted on an as-needed basis;
- (g) Travel assistance cheques will be made payable to sponsoring organization.

3. Qualification

One of the following must be met:

- (a) Has been selected at a juried show to have his/her work displayed, **or**
- (b) Has been invited to attend a sports selection camp; provincial, western Canadian, national level;
- (c) Has been awarded a scholarship within a specific field of art to attend a school of national or western Canadian recognition;
- (d) Has won a zone or regional competition or has been selected by a sponsoring organization to represent Kitimat at a provincial competition;
- (e) Has won a provincial competition and has gone on to participate in a western Canadian national competition;

- (f) Has won the right or has been selected to represent the District of Kitimat, the Province of British Columbia, and/or Canada at an international competition.

4. Financial Assistance will be limited to:

- (a) All players on a sports team, plus not more than one (1) team official for each 10 participants, all of whom shall be named on the application;
- (b) All participants in a drama or other cultural activity, plus not more than one (1) support person for each 10 participants, all of whom shall be named on the application;
- (c) An individual in a sport, art, or cultural activity, plus not more than one (1) support person who shall be named on the application;
- (d) Once person is selected as part of a provincial, western Canadian or national group, travel assistance would be limited to competitions of major championships at provincial western Canadian or National levels, i.e.: if individuals must travel to participate in various events to remain in good standing with the group or team, the travel grant program would provide up to a maximum of \$1,000 per year.
- (e) Travel grants being used for events in Terrace will only be approved if hotel rooms are required or participants meet the terms of the Leisure Access Program.

File: 2.8.3

TRAVEL GRANT APPLICATION FORM

Administration Recommendation to Council \$ _____

Date of Application: _____

Name of Sponsoring Organization: _____

Address: _____

Division Requesting Funds: _____

Contact Person(s):

1. Name: _____ Position: _____

Phone: (Hm) _____ (Business) _____

2. Name: _____ Position: _____

Phone: (Hm) _____ (Business) _____

General Information:

1. Name of event _____

2. Location of Event _____

3. Dates of Travel Leave: _____ Return: _____

4. Number of participants deriving direct benefit through this application _____
(In the case of a group application please fill out attached roster of participants and officials)

5. Level of competition (A) Zone/Regional _____ (D) Provincial _____
(B) National _____ (E) International _____
(C) Other _____

6. Qualifying events undertaken:

a) _____ Date: _____

b) _____ Date: _____

c) _____ Date: _____

6.1 If selected, awarded, or invited please indicate the process: _____

7. Please enclose your organization's Code of Ethics for travel for participants, coaches and chaperones. If you do not have one see sample copy enclosed.

8. Budget Projections

Expenditures	Travel	\$ _____
	Accommodation	\$ _____
	Meals	\$ _____
	Other Expenses (Describe)	\$ _____

TOTAL EXPENSES FOR TRIP \$ _____

Revenues	Provincial Governing Body Assistance	\$ _____
	Donations	\$ _____
	Fund Raising	\$ _____
	Other Revenue - Describe	\$ _____
	Participants out of pocket	\$ _____
	Other Grants	\$ _____

TOTAL REVENUE FOR TRIP \$ _____

NOTE: It is to your advantage to provide as much detail as possible in your financial plan regarding this application for assistance (please provide on separate paper).

9. Previous funding from District of Kitimat by organization:

Amount \$ _____ Year _____ Event: _____

Amount \$ _____ Year _____ Event: _____

10. To the best of my knowledge, the above statements are true as of the date of this application.

Signature: _____
Applicant

Signature: _____
Sponsoring Organization President

FINANCIAL AID WILL BE GRANTED IN THE FOLLOWING WAY:

(Up to and shall not exceed the following maximum amounts)

Recognized by Board or Organization Affiliated With Provincial Body	One to Three Persons	Each Additional Person	To a Maximum of
International Competition	\$750	\$125	\$1,875
National/Western Canadian Competition Held East of Manitoba	\$500	\$100	\$1,500
National/Western Canadian Held in Manitoba/Sask.	\$375	\$75	\$1,250
National/Western Canadian Held in BC/Alberta	\$250	\$50	\$900
Provincial Competition Recognized by Sponsoring Organization	\$250	\$50	\$900

COMMUNITY EVENT GRANT

Purpose

To assist volunteer/non-profit organizations, which are not routinely subsidized through municipal operations, in the promotion of special events, tournaments, and workshops that provide economic, cultural and social benefit to the community.

In addition to the above, organizations or service groups may apply for grants intended for fundraising limited to the following:

- The fundraiser is deemed beneficial to the community;
- The fundraiser supports a youth or adult organization/service groups seeking financial stability, purchase of major equipment, provision of mandatory training, minor renovations to existing facilities;
- The fundraising event must allow the all residents of Kitimat, with the exception of legal restrictions, to participate;
- Grant provisions are limited to:
 - Waiving of facility rental costs;
 - Waving of District of Kitimat staffing costs;
 - Waving of District of Kitimat equipment resource costs.

1. Eligibility

Volunteer/non-profit organizations in Kitimat that are not major users of the community recreation facilities.

2. Non-Eligible

- (a) Events that promote the group's own self interest (e.g. service club events, membership drives, political events, rallies in support of a cause, religious events, trade unions, professional organizations, fraternities, group sponsored by employers).

3. Process

- (a) Applications available at DOK main office, Riverlodge, and Tamitik;
- (b) Application along with information that may assist the group's application to be submitted to Administration for review and recommendation;
- (c) Applicants may be required to provide Administration with further information to clarify questions on their application;
- (d) Approval provided by Administration. If the applicant disagrees with the awarded amount they may appeal to Council by presenting at a Regular Meeting;
- (e) Maximum one grant per organization per year;
- (f) Applicants must be Kitimat based;
- (g) Grant funds provided for in Council Community Grant Budget;
- (h) Within 60 days of conclusion of event applicant to provide profit/loss statement to District of Kitimat and then funds required to cover financial shortfalls, up to the amount approved by Council, will be forwarded to applicant.

4. Financial Aid Guide:

COMMUNITY EVENT PARTICIPANT FUNDING	
0 - 99	\$200
100 - 249	\$350
250 - 599	\$500
600 - Up	\$750

COMMUNITY EVENT GRANT APPLICATION FORM

Administration Recommendation to Council \$ _____

** Office Use Only** File Number: _____ Sent Confirmation Receipt Letter: Yes <input type="checkbox"/> No <input type="checkbox"/> Sent Confirmation Acceptance Letter: Yes <input type="checkbox"/> No <input type="checkbox"/>

Date of Application: _____

Name of Sponsoring Organization: _____

Address: _____

Event: _____

Dates: _____

Contact Person(s)	1. Name: _____	Position: _____
	Phone: (Hm) _____	(Wrk) _____
	2. Name: _____	Position: _____
	Phone: (Hm) _____	(Wrk) _____

Event Location: _____

Event Purpose: _____

If there is additional information, please supply on separate paper.

Summary of Participants: # from in town _____

from out of town _____

Anticipated total number of participants _____

Previous funding from District of Kitimat by organization:

Amount \$ _____ Year _____ Event _____

Amount \$ _____ Year _____ Event _____

To the best of my knowledge, the above statements are true as of the date of this application.

Signature: _____
Applicant

Signature: _____
Sponsoring Organization's President

BUDGET PROJECTIONS / PROFIT/LOSS STATEMENT

REVENUE:

Other Grants	\$ _____	
Provincial/Federal Body	\$ _____	
Participants Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total		\$ _____

EXPENSES

Hall Rental	\$ _____	
Advertising	\$ _____	
Speakers	\$ _____	
Meals	\$ _____	
Refreshments	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total		\$ _____

PROFIT/SHORTFALL **\$ _____**

For specific detail, add on additional paper.

CAPITAL PROJECT GRANT

Purpose

To assist in capital costs of publicly accessible facilities for social, cultural and recreational well being of the community.

1. Eligibility

Volunteer and non-profit organizations in Kitimat. Applicant must provide evidence that they have sought other funding sources and have approached the community grant writer for assistance regarding other avenues of funding.

2. (a) Process:

- i. Volunteer or non-profit organization makes presentation to Council at public meeting;
- ii. Referred to Administration to review and ensure it meets criteria;
- iii. Referred to capital budget process in the next year;
- iv. Capital project grants may be up to 1/3, to a maximum grant of \$333,333.00;
- v. Project proponents must apply for all possible federal, provincial and foundation grants;
- vi. The federal, provincial and foundation grant criteria must be met, and upon receiving funds from those other bodies, Council will release funds of the same proportion;
- vii. Project proponents to verify that balance of funding is in place;
- viii. Project proponents must clarify on application how project will be self-sustaining on completion;
- ix. Volunteer/non-profit groups may apply for capital grant five years after final payment of previous grant;
- x. Council will not accept any responsibility for expenditures on projects prior to formal acceptance by other granting bodies;
- xi. The District of Kitimat may request, at the cost of the volunteer agency, an independent professional review of financial feasibility, and/or a review by an independent professional engineer on the construction feasibility.

(b) Process with Non-Profit Organizations, all other Funding in Place for up to \$30,000:

- i. Volunteer or non-profit organizations make presentation to Council at public meeting;
- ii. Referred to Administration to review and ensure it meets criteria;
- iii. Referred to capital budget process in next year;
- iv. Project proponents to verify that balance of funding is in place;
- v. Project proponents must clarify on application how project will be self-sustaining on completion;
- vi. Volunteer/non-profit groups may apply for capital grant five years after final payment of previous grant;
- vii. Council will not accept any responsibility for expenditures on project prior to formal acceptance by Council;
- viii. The District of Kitimat may request, at the cost of the volunteer agency, an independent professional review of financial feasibility, and/or a review by an independent professional engineer on the construction feasibility.

3. (a) Administration Process with other Funding Agencies:

- i. Responsibility for arranging interim financing rests with the applicant, however, project financing charge may be included in the estimated total project costs. Grants are usually paid in three equal instalments as follows:
- ii. When the project is started, or contracts have been signed by all participating funding agencies and the District of Kitimat has copies, the applicant may request the first payment of 1/3 by supplying a copy of the signed contract or proof that work has started;
- iii. When the project is half finished, the applicant may request a second payment by sending a status report, prepared by an independent professional, that includes a statement of expenditures. If the report is accepted by other funding agencies and the District of Kitimat has copies, the second payment of 1/3 will be forwarded by the District of Kitimat;
- iv. When the project is finished, the applicant may request the final payment by supplying proof of acceptance from other funding agencies; the District of Kitimat must be provided with copies;
- v. The District of Kitimat reserves the right to request a review of project by qualified professionals;
- vi. Any assets acquired with the grant must be owned by the applicant or the District of Kitimat has the option of acquiring the equipment or to approve transfer of equipment to another public body or registered non-profit society.

(b) Administration Process with Non-Profit Organization, all other Funding in Place up to \$25,000

- i. Responsibility for arranging interim financing rests with the applicant, however, project financing charges may be included in the estimated total project costs;
- ii. Grant to be paid upon receipt of original, or photocopy of invoices;
- iii. The District of Kitimat reserves the right to request a review of the project by qualified professionals;
- iv. Any assets acquired with the grant must be owned by the applicant or the District of Kitimat has the option of acquiring the equipment or to approve transfer of equipment to another public body or registered non-profit society.

PARTNERSHIP GRANT

Purpose

This type of public/private partnership is a cost effective way of delivering quality service which otherwise may have to be fully assumed by the municipality.

1. Eligibility

Volunteer or non-profit organizations in Kitimat. Applicant must provide evidence that they have sought other funding sources and have approached the community grant writer for assistance regarding other avenues of funding.

2. Process

- (a) Presentation to Council at public meeting;
- (b) Referred to Administration to review and recommendation;
- (c) Contract development with each program detailing specific objectives and responsibilities;
- (d) Contract periods range from three to eight years, i.e.:
 - 2 years initially
 - 3 years option
 - 3 years additional option
 - or Council direction

CURRENT PARTNERSHIP AGREEMENTS

- Festivals Kitimat
- Chamber of Commerce - Tourism – 1982
- Kitimat Understanding the Environment (KUTE) - 1989
- Kitimat Senior Citizens' Association of BC Branch #129 - Kitimat Seniors Centre – 2004
- Kitimat Arts for Youth – 2005
- Anderson Creek Shooting Club Society - Fire Mountain Rifle Shooting Range - 2009
- Kitimat Community Services - Kitimat Youth Centre - 2010
- Snowflake Park Society - Snow Flake Fair Grounds - 2012
- Kitimat Youth Soccer Association - Bill Rich Park - 2012

MAJOR EVENT SPONSORSHIP

Purpose

To assist organizations to provide opportunities for hosting major events such as tournaments and cultural activities that will provide a significant economic benefit to our community. The intent of the event would be to bring a number of participants, spectators, or both to our community which would provide economic benefit.

In addition to the above, organizations or service groups may apply for grants intended for fundraising limited to the following:

- The fundraiser is deemed beneficial to the community;
- The fundraiser supports a youth or adult organization/service groups seeking financial stability, purchase of major equipment, provision of mandatory training, minor renovations to existing facilities;
- The fundraising event must allow the all residents of Kitimat, with the exception of legal restrictions, to participate;
- Grant provisions are limited to:
 - Waiving of facility rental costs;
 - Waving of District of Kitimat staffing costs;
 - Waving of District of Kitimat equipment resource costs.

1. Eligibility - Volunteer or non-profit organizations in Kitimat.
Non-Eligibility - Groups which have a self-interest component and have the ability to tax their own group, such as: churches, trade unions, professional organizations, fraternities, service clubs, etc;

Note: Applicants must provide evidence that they have sought other funding sources and have approached the community grant writer regarding other avenues of funding.

2. Requirements

- (a) Applicant must complete the Major Event Grant application for showing the economic and social benefit for the community;
- (b) The event must have the ability to attract over 100 people from outside our community who will seek accommodation;
- (c) District of Kitimat to be mentioned on all correspondence, media ads and all printed material, and to be no smaller than any other sponsor;
- (d) Must provide the District of Kitimat with a summary of project results advising if it met the economic and social benefits as set out in the business plan.

3. Qualifications

- (a) Volunteer and non-profit organizations in Kitimat that are regular major users of community facilities such as the Kitimat Leisure Services Department or Coast Mountain School Board #82 facilities, qualify only when the event is at a provincial level or higher, such as Western Canada, National or International;
- (b) Volunteer and non-profit organizations in Kitimat that are not regular major users of community facilities such as the Kitimat Leisure Services Department or Coast Mountain School Board #82 facilities, qualify for regional, provincial or higher events.

4. Process

- (a) Presented to Administration to review and recommend.
- (b) Applicants may be required to provide Administration with further information to clarify questions on their application;

- (c) Approval provided by Administration. If the applicant disagrees with the awarded amount they may appeal to Council by presenting at a Regular Meeting;

5. Financial Aid Guide

(a)	MAJOR EVENT – ONCE PER 5 YRS Financial aid is limited to once every 5 years per event (ex: Provincial Softball Championships.)	\$1,250 per night of event scheduled, to a maximum of 5 nights
	MAJOR EVENT – START UP ASSISTANCE FOR EVENTS HELD ANNUALLY (Will be reviewed each year based on the received annual application and as budget is approved by Council)	\$950 per night of event scheduled, to a maximum of 5 nights, over a maximum of 5 years

- (b) If the group does not require all of the funding and returns to the District of Kitimat, the program of 5 years will be extended to a maximum of 5 years of subsidy.

MAJOR EVENT GRANT APPLICATION FORM

Administration Recommendation to Council \$ _____

** Office Use Only** File Number: _____ Sent Confirmation Receipt Letter: Yes <input type="checkbox"/> No <input type="checkbox"/> Sent Confirmation Acceptance Letter: Yes <input type="checkbox"/> No <input type="checkbox"/>

Date of Application: _____

Name of Sponsoring Organization: _____

Address: _____

Event: _____

Dates: _____

Contact Person(s)	1. Name: _____	Position: _____
	Phone: (Hm) _____	(Wrk) _____
	2. Name: _____	Position: _____
	Phone: (Hm) _____	(Wrk) _____

Event Location: _____

Event Purpose: _____

Summary of Participants: # from in town _____

from out of town _____

Anticipated total number of participants _____

Previous funding from District of Kitimat by organization:

Amount \$ _____ Year _____ Event _____

Amount \$ _____ Year _____ Event _____

Social Benefit to the Community: _____

To provide additional information, about your event please supply on separate paper.

To the best of my knowledge, the above statements are true as of the date of this application.

Signature: _____ Applicant
Signature: _____ Sponsoring Organization's President

BUDGET PROJECTIONS / PROFIT/LOSS STATEMENT

REVENUE:

Other Grants	\$ _____	
Provincial/Federal Body	\$ _____	
Participants Fees	\$ _____	
Donations	\$ _____	
Fund Raising	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total		\$ _____

EXPENSES

Hall Rental	\$ _____	
Advertising	\$ _____	
Speakers	\$ _____	
Meals	\$ _____	
Refreshments	\$ _____	
Other: _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total		\$ _____

PROFIT/SHORTFALL **\$ _____**

If necessary, add more detail on addition paper.

DISTRICT OF KITIMAT INITIATED EVENTS

(e.g. Northern BC Winter Games, BC Games, international hockey,
or arts and cultural events of similar structure)

Purpose

Provide opportunities to host major events such as tournaments and/or cultural activities resulting in significant economic or social benefit to our community. The intent of the event would be to bring a number of participants, spectators, or both to the community.

1. Process

District of Kitimat Leisure Services Department provides a business plan to Mayor and Council showing the economic and social benefit to the community. The event must be able to attract over 250 people from outside our community and 500 people from within our community.

2. Financial Aid

Provided at Council's discretion.