



BASE BUDGET GRANTS
Council Policy No. 105/09

File No. 0340-01

Purpose:

To establish a policy for the City of Fort St. John Council to deal with grants to organizations to be included in the base budget as fee for services, programs and equipment rental.

Policy:

The City of Fort St. John provides financial assistance on an annual basis to a number of community organizations. The organizations identified in this policy will included in the annual Base Budget.

The organizations listed are those that Council has historically and wishes to continue to support. Should circumstances change, Council may choose to add or delete the inclusion of a grant in the base budget for a fee for service, program or equipment rental to an organization or for an event by amending the policy.

That grants be funded in a priority basis based on:

| Percentage of Funds Available | Priority |
|-------------------------------|---|
| • 90 - 95% | Priority 1 – Fee for Service Grants |
| • 5 - 10% | Priority 2 – Program Grants |
| • 1- 5% | Priority 3 – Equipment Rental/ Electronic Sign Fee Waiver |

Fee for Service

The “Fee for Service” category can be described as a service that is provided to the community which falls within the realm of a municipal service. The fee for service grant represents the City’s contribution towards the group. The term fee for service does not imply that the City’s contribution is intended to be a 100% contribution.

- Fort St. John Summer Activities Program – provision of a youth summer sports oriented program
- Whiskey Jack Nordic Ski Club – maintenance of cross-country ski trails
- Fort St. John Community Arts Council – administration of the flower pot program
- Fort St. John Community Arts Council – administration of the grant program to member groups of the Fort St. John Community Arts Council
- Fort St. John Community Arts Council – coordination fee for the Professional Ice & Snow Sculpting events
- North Peace Historical Society – operation of the Fort St. John North Peace Museum
- Fort St. John Curling Club – assistance with the purchase of liability insurance
- North Peace Justice Society – provision of a restorative justice program
- RCMP Victim Services – operation of the victim services program in the City
- Junior Sports Committee – provision of staffing and operations of the Kids Arena
- North Peace Cultural Society – contribution towards the operation of the North Peace Cultural Centre
- Fort St. John Public Library Association – contribution towards the provision of public library services in the City of Fort St. John



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Program Grants

- Fort St. John RCMP Detachment – Rural Hockey / Broomball Tournament – sponsorship of the annual youth event (equaling the amount of ice rental in the North Peace Arena)
- Fort St. John Lions Club – Youth Jam Can Curling – sponsorship of the annual youth event (equaling the amount of the ice rental in the North Peace Arena)
- Fort St. John Literacy Society – sponsorship of the Choose Success Family Literacy program (equaling seven transit bus passes for eight months)
- GradFest – sponsorship of the “dry grad” program for grads celebrating the completion of Grade 12 (equaling the cost of the rental of the Kids Arena)
- SPCA – North Peace Branch – towards providing SPCA Services in the community
- Various Fort St. John Community Arts Council Member Groups – provision of grants to individual member groups in support of programs and / or events (administered by the Fort St. John Community Arts Council)
- Stage North Theatre Society – annual gold level sponsorship
- Kin Club of Fort St. John – use of three City transit buses and drivers to take local seniors on their annual Christmas Light Tour in addition to supplying a small gift for each of the seniors participating in the tour
- Fort St. John Women’s Resource Society – donation of up to twelve adult transit bus passes each month for twelve months of the year to provide transportation for underprivileged mothers in the City. There will be an allocation of up to a total of 24 adult passes and 12 student passes during the winter months (December to May). Any passes not used will be returned to the City
- Fort St. John Community Arts Council – donation of \$1,000.00 towards the “Elves Christmas” program
- BC Communities in Bloom – annual sponsorship of \$5,000 for the next three years (commencing in 2007)
- “Spirit of the Peace” Pow Wow Society – annual sponsorship of \$5,000 for the annual Pow Wow

Funding to Offset Equipment Rental Fees

- Canadian Cancer Society – Fort St. John Relay for Life – monetary amount to rent a stage, tables, chairs, etc.; electronic sign fees
- Rick Hansen Man in Motion Foundation – Fort St. John Wheels in Motion Day – monetary amount to rent a stage, tables, chairs, etc.; electronic sign fees
- Prom Committee – monetary amount towards the rental of tables, chairs and the stage subject to the Prom Committee/NPSS graduating students providing civic minded in-kind services to the community.

Procedure:

1. For ‘budget purposes’, the total base budget amount for the next fiscal year will be the same as the current year’s allocation. Council will be allocating funding from the total budgeted amount to groups based on need.
2. Advertisements will be placed in the newspaper in May of each year giving notice that the City of Fort St. John is accepting applications up to September 15th for grants for the City’s next budget year.
3. Groups wishing to obtain funding for the upcoming year will need to provide a letter and audited financial statements to City Council by September 15th.



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Procedure:

4. A special Council meeting will be held each October to receive funding requests from local groups. A representative of the organization making the grant request must be willing to present the request directly to Council. The group's presentation should include an explanation of where and how the grant money was used for the year, the impact this service had on the community and how the group plans to find sustainable ways of reaching the same goals in the future.
5. The letter, audited financial statements and/or application in its entirety will be placed in a Council agenda.
6. At the discretion of Council, decisions pertaining to the approval of the Grant in Aid requests will be made by December of each year.
7. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.
8. Organizations should be aware that funding may not continue at the existing level year after year and there should be an emphasis to the organizations that they should also be looking or planning more sustainable means of financial support.



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APPLICATION FOR A GRANT

Date: _____ Date Received: _____

| GENERAL INFORMATION | | | |
|---|--|---|---------------|
| Official Name of Non-Profit Organization | | | |
| Mailing Address | City | Province | Postal Code |
| SOCIETY INFORMATION | | | |
| Society Registration Number | Charity's BN (Business Number) / Registration Number <i>(the number the organization puts on charitable donation receipts)</i> | | |
| SOCIETY EXECUTIVE – ATTACH LIST IF MORE ROOM IS NECESSARY | | | |
| Title | Name | Phone Number | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| LOCAL CONTACT INFORMATION OF PERSON COMPLETING APPLICATION FORM | | | |
| Contact Name | | | |
| Mailing Address | City | Province | Postal Code |
| Work Telephone | Home Telephone | Cell Telephone | Email Address |
| GRANT APPLICATION | | | |
| <input type="checkbox"/> New Grant Application | | <input type="checkbox"/> Application for Increase in Grant Allocation | |



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DECLARATION

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Applicant

Date

The personal information on this form is collected for the purpose of an operating program of the City of Fort St. John as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 250 787 8150.

APPLICATION DEADLINE – SEPTEMBER 15

SEND APPLICATIONS TO

CITY OF FORT ST. JOHN
10631 – 100TH STREET
FORT ST. JOHN, BC V1J 3Z5