

BASE BUDGET GRANTS POLICY
Council Policy No. 105/19

PURPOSE:

To establish a policy for City Council to deal with grant applications received from non-profit organizations providing fee for services, programs, special events and capital projects that may be included in the annual budget.

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 may be included in the annual Base Budget.

The City is a member of the Peace River Regional District (PRRD) and collects regional district taxes from City taxpayers each year. When the PRRD provides a grant to a non-profit organization, the City contributed towards this grant through the PRRD. To avoid duplication, the City will coordinate grant applications with the PRRD. This will ensure that the City’s contribution is made either through the PRRD or through Council.

The organizations listed are those that Council has historically supported 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 or program to an organization by amending the policy. Financial assistance for a specific capital project or special event can apply using Discretionary Grant Policy No. 87.

That grants be funded in a priority basis based on:

| Percentage of Funds Available: | Priority: |
|--------------------------------|-------------------------------------|
| 85% | Priority 1 – Fee for Service Grants |
| 15% | Priority 2 – Program Grants |

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Fee for Service Grants

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.

- North Peace Historical Society – operation of the Fort St. John North Peace Museum.
- North Peace Restorative Justice Society – provision of a restorative justice program.
- Fort St. John Public Library Association – contribution towards the provision of public library services in the City of Fort St. John.
- Tourism Fort St. John Board – contribution towards increasing and enhancing tourism in City.
- Fort St. John Arts Council – contribution towards the ArtsPost operations.

Program Grants

- 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).
- Fort St. John Women’s Resource Society – to provide transportation for underprivileged mothers in the City.
- “Spirit of the Peace” Pow Wow Society – annual sponsorship towards the annual Pow Wow.

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 June 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 June 15th.

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PROCEDURE: (continued)

4. Committee of the Whole meeting will be held each October (needs to reflect budget calendar) 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, financial statements (preferably audited although not mandatory) and/or application in its entirety will be placed in a Council agenda.
6. If the City of Fort St. John is the major funder of the organization, a copy of the management letter for audits of these organizations is required to be sent directly to the City when completed.
7. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members in attendance at the meeting.
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.
9. Organizations who receive a permissive tax exemption acknowledge and recognize that this is a financial contribution made by the City to the organization. The grant allocation (if any) will take this exemption into consideration when determining the amount.
10. Those organizations who are successful in receiving a grant must acknowledge the City's contribution towards the fee for service or program.

ELIGIBILITY:

1. Groups that receive grants from other organizations who also receive City funding will be ineligible to apply for a base budget grant.

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ELIGIBILITY:

2. Grants will not be provided to offset operating expenses for an organization. Examples include but are not limited to: utility expenses, rental space, staffing, materials or supplies.
 - The existing organizations that fall under the fee for service category are grandfathered into this policy and the City's contribution towards their operating costs will be decreased starting in 2014 over the next five years that will result in the grant allocation indicated in the Eligibility Section, item 3 as of 2018.
 - City Council recognizes that the Fort St. John Library is an anomaly and this organization will retain its annual operating contribution.

3. Base Budget Grants that are approved will not be over 20% of the organization's total yearly revenue.

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APPLICATION FOR A BASE BUDGET 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 | |
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| 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 | |
| <input type="checkbox"/> Existing Grant Recipient | | <input type="checkbox"/> Application for Decrease in Grant Allocation | |
| Grant amount requested: \$ | | <input type="checkbox"/> Applied for a PRRD Community Organizations Special Event Grant for same program/service | |
| TYPE OF APPLICATION | | | |
| <input type="checkbox"/> Program | | <input type="checkbox"/> Fee for Service | |

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| ORGANIZATION INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|---------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>Describe the purpose of your organization:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Does your organization receive a permissive tax exemption?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate estimated dollar amount of exemption \$ _____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>User Statistics</p> <p>1. _____ The number of persons that are served by your organization annually.</p> <p>2. _____ The number persons who are residents of the City of Fort St. John.</p> <p>3. _____ Annual membership fee charged by organization.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Is the organization run by volunteers, paid staff or a combination of both?</p> <p>1. _____ the number of volunteers and _____ the number volunteer hours worked per year.</p> <p>2. The number of paid staff, their titles and number of paid hours per year.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Number</th> <th style="width: 55%;">Title</th> <th style="width: 30%;">Paid Hours Per Year</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | Number | Title | Paid Hours Per Year | | | | | | | | | | | | | | | | | | | | | | | | |
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REQUEST FOR GRANT

Describe the reason for your grant application or rationale for an increase in the grant allocation:

Attach the following information:

- Most recent Financial Statements including a Balance Sheet and Income Statement (preferably audited but not mandatory).
- Copy of audit management letter (if applicable).
- Previous year's actual operating budget if the most recent Financial Statements provided are not for the previous year. (Please attach a copy of the income and expense statement in a format consistent with the organization's financial statements).
- Operating Budget for the Current Year. (Please attach a copy of the projected income and expense statement in a format consistent with the organization's financial statements).
- Projected operating budget for the next year.

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| GRANTS RECEIVED | |
|--|----------------------|
| Please list the grants your organization received last year | |
| Grant Received From: | Grant Amount: |
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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. 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*. Please note that the information will only be used for the purposes of evaluating this application and that your response will be treated as public information. 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 – JUNE 15

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