

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Electoral Area Grant in Aid Policy

**AUTHORITY:** Board Resolution dated June 4, 2015.

**REVISED:** Board Resolution dated June 20, 2019

**POLICY STATEMENT**

This policy shall apply to all grant requests from organizations serving the Regional District but whose efforts are not regional in nature but benefit one or more individual Electoral Areas. Grants to organizations that demonstrate efforts of a regional nature, may be considered under the Regional Grant in Aid Program.

**PURPOSE**

To support the establishment and the operations of non-profit organizations serving the residents of the Regional District of Okanagan Similkameen

**DEFINITIONS**

***Application form*** means the application attached as Appendix “A” for review and as amended from time to time

***Organization*** means a registered non-profit organization, improvement/irrigation district **or** a Community organization that has an established set of working rules/regulations and a bank account in the organization’s name

**GENERAL**

Organizations that are applying for a grant should demonstrate in their application that:

- Event or initiative fills a need in the community
- Use innovative approaches and techniques in addressing community issues
- Exercise coordination and cooperation with other groups to prevent duplication of projects, programs, services or events
- Seek funding from a variety of sources
- Apply a “user pay” philosophy, where applicable
- Have clearly defined their priorities and purpose in seeking funding

Grant recipients must:

- Provide a report detailing how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used
- If requested, provide the Regional District copies of receipts and/or satisfactory evidence regarding the disposition of grant funds

Exclusion

- Applications from individuals, industrial, commercial or business undertakings are not permitted

Reporting:

- A public report will be made available annually of all Electoral Area Grant recipients and funding amounts

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## **RESPONSIBILITIES**

Boards of Directors shall:

1. Approve the level of Electoral Area grant in aid funding annually during the annual budget process

Electoral Area Directors shall:

2. At their sole discretion, and up to the maximum funding approved in the annual budget, allocate funds to qualified applicants

Manager of Finance (or staff designate) shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Forward eligible applications to the appropriate Electoral Area Director for their review and consideration
3. Ensure an annual listing of all grant recipients is posted on the RDOS website for public review

## **PROCEDURES**

Board approves an annual budget for Electoral Area Grant in Aid funding annually during the budget process

Applicants complete and submit application form by deadline date posted on RDOS Website

Qualifying applications are sent to the Electoral Area Director for consideration and allocation of funding

Unless specifically requested and approved by the Electoral Area Director, applicants approved will not receive funding before August 1

The following related documents are applicable:

- a) Electoral Area Community Grant Guidelines
- b) Electoral Area Community Grant Application
- c) Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants