



POLICY TITLE: Grant in Aid	POLICY NO: 2024-14
AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Finance
EFFECTIVE DATE: November 25, 2024	MOTION: (251-24)
SUPERSEDES: 1850-01	

### **1. Purpose**

The purpose of this policy is to provide a global amount for grants in the City’s annual budget for disbursement by Council on a first come-first served basis. The submission of an application is required in support off all requests, regardless of the circumstance, including Council’s approval of a grant for the same purpose in previous years. The information on the application will be used by the Council to adjudicate and decide on the allocation of the limited budget and therefore should be completed as comprehensively as practical.

### **2. Scope**

Council shall establish a budget account entitled “Grants-In-Aid Fund” and an amount shall be approved annually by Council in the Budget for such requests.

Grants are issued on an annual basis and are subject to the availability of funds in Council’s current year’s operating budget.

Ongoing annual major support grants to the following organizations and groups shall be excluded from this policy and be considered annually for funding:

- Greenwood Board of Trade
- Greenwood Museum
- Greenwood Library

### **3. General**

- 3.1 All groups and organizations are required to complete an Application for Grant-in-Aid in the form prescribed by the City (attached). In the absence of completing the required application, the grant request will not be forwarded to City Council for consideration.
- 3.2 Only local non-profit community organizations will be eligible for consideration unless Mayor and Council find the application to have Regional significance important to the City of Greenwood and community.

- 3.3 All requests for a grant will be referred to the Council of the Corporation of the City of Greenwood for review and decision. Criteria to be considered by the Council include:
- I. Is the recipient a local, non-profit community organization?
  - II. Does the grant or funds raised remain local and/or benefit the Greater Greenwood area exclusively?
  - III. Does the organization or its event contribute to or encourage:
    - Economic wellbeing and spinoffs?
    - Community creation through arts, sports and culture?
    - Health, wellness and social benefits?
  - IV. Has the recipient demonstrated financial need through the provision of recent financial statements or the event budget?
  - V. Has the organization applied for other assistance from neighbouring local governments or other funding bodies?
- 3.4 All grant requests exceeding \$500 must demonstrate extenuating circumstances and/or clearly demonstrate a need through the provision of financial information contained in the grant application form.
- 3.5 All successful applicants of the City of Greenwood Grant in Aid process are required to provide appropriate recognition for the support received by the City of Greenwood no later than two (2) weeks after receiving the funds.
- 3.6 Once the approved budget has been fully allocated, the Committee will not be authorized to approve any further grants unless Council amends the budget.
- 3.7 Any Grants-In-Aid Funds unexpended at year end shall be reported as general surplus.

## Application for a Grant-In-Aid

### Instructions

Council may provide a grant in aid or other form of financial assistance to any organization or group pursuant to the *Community Charter*. Grants are issued on an annual basis and are subject to the availability of funds in Council's current year's operating budget. Approval of a grant application in any year does not imply or suggest that approval will be received in any subsequent year.

Grants will be evaluated in accordance with Council's Grant In Aid Policy.

In the absence of completing the required application, the grant request will not be forwarded to Council for consideration. The submission of an application is required in support of all requests, regardless of the circumstance, including Council's approval of a grant for the same purpose in previous years. The information on the application will be used by the Committee to adjudicate and decide on the allocation of the limited budget and therefore should be completed as comprehensively as practical.

Please complete this application form and submit it, with supporting documentation, to:

**Mayor and Council**  
**City of Greenwood**  
**202 S. Government Ave**  
**Greenwood, BC V0H 1J0**  
Email: [corporate@greenwoodcity.ca](mailto:corporate@greenwoodcity.ca)

### Application Information

Date of Application: \_\_\_\_\_

Name and address of organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Amount of grant requested: \$ \_\_\_\_\_

### Financial Information

All grant applications must be accompanied by the organization's most recent financial statements.

Please provide a summary of any other grants your organization has applied for in the past 12 months for general operating purposes.

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**Supporting Information**

Please provide a brief summary of your organization’s mandate and activities and the benefits it provides to the residents of Greenwood (may be on a separate page).

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Please indicate the reasons why your organization requires the funding being requested (may be on a separate page).

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Provide any other information you feel Council should consider when evaluating your application and detail how Council’s contribution will be recognized, if applicable.

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On behalf of \_\_\_\_\_, I/we hereby declare that all the information presented and/or provided with this application is true and correct.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

**FOR OFFICE USE ONLY:**

1. STATUS:

Is the recipient a local, non-profit community organization?

2. RETENTION OF FUNDS:

Does the grant or funds raised remain local and/or benefit the Greater Greenwood area exclusively?

3. COMMUNITY IMPACT:

Does the organization or its event contribute to or encourage:

- Economic wellbeing and spinoffs?
- Community creation through arts, sports and culture?
- Health, wellness and social benefits?

4. FINANCIAL NEED:

Has the recipient demonstrated financial need through the provision of recent financial statements or the event budget?

5. OTHER FUNDING SOURCES:

Has the organization applied for other assistance from neighbouring local governments or other funding bodies?