

TOPIC: GRANT IN AID PROGRAM
POLICY No: 05-1850-A
APPROVED BY: COUNCIL RESOLUTION No: CS 2013-266
AMENDMENTS: NOVEMBER 21, 2016 (Resolution No. CS 2016-373); JULY 18, 2023 (Resolution No. CS 2023-184)

**Purpose:**

The Grant in Aid program is designed to assist not-for-profit organizations in good standing with the Town of Ladysmith, the Registrar of Companies and with other community groups with projects or special activities, or to allow them to take advantage of development opportunities and events. In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Ladysmith will take into account the following objectives:

**Policy:**

1. The primary purpose of a Grant in Aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be a registered Society or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.
4. Council will consider only one (1) application per Organization per year.
5. Funds must be used for the purpose for which they were requested. If the project or event is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
6. By accepting Grant in Aid funds, the applicant agrees to acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
7. By accepting Grant in Aid funds, the applicant agrees to report to the Town, using the prescribed form, how the Grant in Aid monies were used. If a report is not received by the Town on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding.

8. The maximum number of years an organization may receive a Grant in Aid is four (4) years with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.
9. The maximum funding request per organization is limited to \$10,000.
10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

**Procedure:**

*Application Process*

11. Each year, Council may establish a Grant in Aid budget equal to 0.8% of previous year municipal tax levy for Grant in Aid. Council may approve up to 90% of this funding for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving of fees.
12. The application deadline is December 15<sup>th</sup> each year for funding in the following year.
13. An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.
14. The Finance Department will respond to organizations that have submitted an incomplete application. Failure to provide requested information before the agenda deadline will result in the application not being considered.
15. Grant in Aid applications received after December 15<sup>th</sup> may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
16. Applications may be mailed to the following address:  
**Town of Ladysmith**  
**PO Box 220**  
**Ladysmith, BC V9G 1A2**  
Or dropped off at City Hall: **410 Esplanade, Ladysmith, BC**

*Evaluation Process*

17. All compliant Grant in Aid requests will be presented to the Committee of the Whole for consideration.
18. The amount of the Grant in Aid provided will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.
19. All decisions are final following ratification at the next Regular Meeting of Council.

*Payment*

20. No Grant in Aid payment will be disbursed until after the adoption of the Financial Plan.

*Late Applications*

21. Subject to budget, Council may allocate funding for extraordinary requests received after the deadline.

*Reporting Process*

22. An organization must, using the form provided, report back to the Town by December 31<sup>st</sup> of the same year funding was received regarding how the Grant in Aid monies were spent to support the organization's operations or event and provide evidence that the Town's funding was publicly acknowledged.
23. Reports may be mailed to the following address:  
**Town of Ladysmith**  
**PO Box 220**  
**Ladysmith, BC V9G 1A2**  
Or dropped off at City Hall: **410 Esplanade, Ladysmith, BC**