

CITY OF TERRACE POLICY NO. 52



TITLE: FINANCIAL ASSISTANCE TO COMMUNITY ORGANIZATIONS

APPROVED: October 30th, 2000

RESOLUTION NO.: 620-2000

REVISED: September 10, 2001
August 28, 2006

RESOLUTION NO.: 363-2001
401-2006

PREAMBLE:

The City provides financial assistance to community organizations in order that the City may achieve its objectives for the provision of community services and facilities. In broad terms the City's purpose is:

To provide financial assistance to not-for-profit organizations that will contribute to the attainment of the City's objectives, where such financial assistance is demonstrated to be needed and within the City's fiscal capacity, and to be, on balance, the most effective method of achieving the respective objectives.

This Policy sets out the principles that are to be applied to requests for financial assistance.

DEFINITIONS:

Financial assistance – Includes grants of money, or the use of City facilities or resources at reduced rates or at no cost.

POLICY:

1. Each organization seeking financial assistance must demonstrate:
 - a. That its activities contribute to the attainment of the City's objectives.
 - b. That there is a need for City financial assistance.

- c. The community benefits that will be realized if the financial assistance is provided.
 - d. That the group has made reasonable efforts to seek other funding sources, including other government (including the Regional District, if applicable), non-government grants, and user fees.
2. Each organization in receipt of financial assistance must account for the use of public funds and produce a financial statement.
3. Final decisions with respect to the grants to organizations is the responsibility of City Council.
4. Each year, the City may advertise the availability of grants-in-aid and the requirement for a formal application including the deadline for applications.
5. Applications for grant-in-aid will be accepted until October 15th in the year preceding the event.
6. In addition to the requirements outlined in 1 (a-d), applicants must:
 - a. Apply before the function or activity takes place.
 - b. Provide a budget to show how the funds will be spent.
 - c. Submit a copy of their most recent Financial Statement if applicable
7. Staff will receive the grant-in-aid request from the organization. They will review the request to make sure it is complete. Staff will work with the group to ensure the request fits the guidelines established in this Policy.
8. The grant request and staff recommendation are then passed to Council for final approval. Applications under \$1,000 not making the deadline may be approved by Council if funds remain in the budget.
9. There is a cap on the amount of grants-in-aid that may be given in any one year. Once the limit is reached no more grants will be approved. Unspent money may not be carried from year to year.

DATE: *Aug 28/06*

CLERK: *A Fisher*