Regional Board Report

TO: Regional Board
FROM: Mary Jane Drouin
Manager – Corporate Services
DATE: October 21, 2013
SUBJECT: Approval of Regional Grant in Aid Policy 7.22

Purpose: To repeal Grant in Aid policy No. 7.14 and approve a revised regional grant in aid policy.

Executive Summary:
The Regional Board at its October 10, 2013 reviewed the recommendations from the Board’s Regional Grant In Aid Standing Committee which had the objective to review the grant in aid program and make recommendations to the Regional Board. A few minor amendments (noted below) were requested with direction for staff to amend the policy and application and bring back for final Board approval.

For Board consideration, the proposed changes to the policy and application (attached) are highlighted in red.

Implications of Recommendation:
Financial: Grant amounts are apportioned on the basis of converted land and improvement assessment values. Each member municipality and electoral area director votes on whether or not to participate in the grant in aid request.

Policy: Proposed amendment to the Regional Grant In Aid Policy

RECOMMENDATION:

THAT the Grant in Aid policy No. 7.14 be repealed, and that Grant in Aid Policy 7.22 be approved.

Approved for Board’s Consideration
Brian Reardon, CAO
Background:

Proposed changes to the policy include:
- The organization's financial statements and a program budget must be submitted with the application.
- Organizations that are funded by a RDCO service are ineligible to apply for a regional grant in aid.

Proposed changes to the application include:
- Add a question – Is your organization and its services open to all citizens. If no, why?
- Add a question – Is the amount of the grant request more than 20% of the organization’s annual budget? If yes, why?
- Add a question – What other organization(s) in the region offer similar services/programs to your organization? Have you approached the organization(s) to collaborate on the service you provide in the community? If yes, what has been the outcome? If no, why not?

In addition, the questions have been numbered for easier reading.

Submitted by:

M.J. Drouin
Manager – Corporate Services

Attachments: Draft Policy & Application
Regional Grant in Aid Policy

The Regional Board may provide Regional Grants in Aid to organizations on the following basis:

1. The organization must provide a service to residents of the Regional District.
2. An application must be submitted by the second working Friday of January in the year.
3. Late applications will NOT be received or considered.
4. The organization’s financial statements and a program budget must be submitted with the application.
5. An accounting of other funds received from member municipalities or the electoral area is required. The organization applying for funds must identify which member municipality or electoral area it is seeking funding from.
6. An organization cannot receive a grant for a program if it is receiving funds from a member municipality or electoral area for that program.
7. Organizations that are funded by a RDCO service are ineligible to apply for a regional grant in aid.
8. The amount of the grant must be approved by the Regional Board and included in the annual budget.
9. The grant amount will be apportioned on the basis of converted land and improvement assessment values.
10. Each member municipality and electoral area will vote on whether or not it wishes to participate in the grant in aid request.
11. The amount of the grant in aid request will be reduced by the percentage of assessment values of any non-participating member.
12. Final grant approval is not provided until the Regional Board adopts the 5-year Financial Plan at the end of March.
13. The grant must be spent by December 31st of the year.
14. Any funds not spent by December 31st are to be returned to the Regional District.
15. An accounting of the grant funds spent and a final report on the program is required to be submitted to the Regional District by December 31st.

The Regional District of Central Okanagan is comprised of the following municipalities and electoral areas: the City of Kelowna, District of West Kelowna, District of Lake Country, District of Peachland, Central Okanagan West Electoral Area (which includes the area of North Westside Road, Trepanier and Brent Road) and Central Okanagan East Electoral Area (which includes the area of Joe Rich, South Lakeshore, June Springs and Ellison).
**Application for a Regional Grant in Aid - 2014**

A completed application must be submitted *no later than 4 p.m. on Friday, January 10, 2014* to the Attention of M. Drouin, Manager – Corporate Services, Regional District Offices, 1450 KLO Road, Kelowna, BC V1W 3Z4

Sixteen (16) copies of the application form, the organization’s financial statements and the program budget must be submitted.

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### Applicant

<table>
<thead>
<tr>
<th>Name of Organization</th>
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<tbody>
<tr>
<td>Mailing Address</td>
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<tr>
<td>Contact Person &amp; Title</td>
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<tr>
<td>Telephone</td>
<td>Fax</td>
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### Organization Executive

<table>
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<th>President</th>
<th>Telephone</th>
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<tr>
<td>Secretary or Treasurer</td>
<td>Telephone</td>
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### Staff

<table>
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<tr>
<th>Full Time</th>
<th>Part Time</th>
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### Volunteers

<table>
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<tr>
<th>Number</th>
<th>Annual Volunteer Hours</th>
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### Is this a Registered Society or Charity

- Yes [ ]
- No [ ]

Year Organization Founded

Date of Registration

### Amount of Regional Grant in Aid being requested

$___________

Name of Program/Initiative for which funds being requested

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1. Does your organization operate in other Regional Districts?  
Yes ☐ No ☐  
If yes, where ________________________________

2. State the Goals, Objectives and Benefits of the Program/Initiative to Central Okanagan residents.

3. Outline the recipients and who will benefit from the Program/Initiative.

4. Is your organization and its services open to all citizens?  
Yes ☐ No ☐  If no, why? ________________________________

5. Is the amount of the grant request more than 20% of the organization’s annual budget?  
Yes ☐ No ☐  If yes, why? ________________________________

6. If regional grant in aid funding is not approved, will the Program/Initiative continue?  
Yes ☐ No ☐  If yes, state how ________________________________
7. What other organization(s) in the region offer similar services/programs to your organization? ________________________________

7a) Have you approached the organization(s) to collaborate on the service you provide in the community?
Yes ☐  No ☐

If yes, what has been the outcome? ________________________________

If no, why not? ________________________________

8. Is this a one year Program/Initiative? ☐ Yes ☐ No

If no, indicate where future funding will come from to continue this program. ________________________________

9. What factors will be used when evaluating the success of the program?

Please list other groups, agencies, or government organizations that your group has applied to for funding and whether funding was received.

10. Do you receive grant funding from member municipalities or electoral areas?
Yes ☐  No ☐

If YES, please check which local government you receive funding from, state what the program is and how much you receive:

☐ City of Kelowna ________________________________
☐ District of West Kelowna ________________________________
☐ District of Lake Country ________________________________
☐ District of Peachland ________________________________
☐ Central Okanagan West Electoral Area ________________________________
☐ Central Okanagan East Electoral Area ________________________________
An organization is NOT eligible to receive Regional District grant in aid funding from a municipality/electoral area if it is receiving funding from the member municipality/electoral area for the same program/initiative.

11. If you are NOT requesting grant funding from a specific municipality or electoral area, check which one you are not asking for support.

- [ ] City of Kelowna
- [ ] District of West Kelowna
- [ ] District of Lake Country
- [ ] District of Peachland
- [ ] Central Okanagan West Electoral Area
- [ ] Central Okanagan East Electoral Area

You are required to submit the following documents with the application form:
- Your organization's Financial Statements for the previous year
- Program Budget

Should your organization receive a Regional Grant in Aid the following will be required:

- That the Regional District be named as an additional insured on your liability insurance. The insurance certificate will need to be completed and submitted prior to any funds being issued.
- An evaluation of the program at the end of the year, including an accounting of the grant funds spent.
- Return of any funds not spent as of December 31st.

Date of Application: __________________________

Name of Person Submitting the Application: __________________________

Position held in the organization: __________________________

Note: The Regional Board will only consider the information provided in the regional grant in aid application. Organizations will not have the opportunity to provide further information once the application deadline has passed. The Board's Governance & Services Committee will meet in February to consider the applications and provide recommendations to the Regional Board for a decision in the Board's budgeting process at the end of March.