

TOWN OF OSOYOOS

Policy Manual



SECTION	FINANCE
TITLE	COMMUNITY SERVICE GRANTS
POLICY NUMBER	FIN-001

1.0 STATEMENT OF INTENT

A policy to set criteria for the distribution of community service grants and related administrative procedures.

It is Council's intent to financially assist non-profit organizations and community groups, which render a service to the residents of the Town of Osoyoos.

It is anticipated that financial assistance to community groups will be part of the annual budgeting process and subject to the financial limitations of the Town in a particular fiscal period.

2.0 CRITERIA FOR COMMUNITY SERVICES GRANTS

Organizations and Community Groups will be considered based on the following criteria (Legislative Authority: Section 8(1) of the *Community Charter*):

- a) be of a non-profit nature;
- b) preference will be given to projects that benefit the whole community or the greatest number of Osoyoos residents as possible;
- c) provide a worthwhile service or facility to the Osoyoos community and not duplicate or compete with existing services or facilities;
- d) demonstrate that every effort has been made to earn or acquire funding from other sources prior to applying for a municipal grant;
- e) ability to produce a total and full accounting of present funding and up-to-date financial statements in order to demonstrate past and present handling of funds;
- f) plan for financial self-sufficiency;
- g) individuals or sports teams applying for assistance will only be eligible for funding if competing at the provincial or higher level.

Grant requests must be submitted to the Director of Community Services by October 31. Sports teams and individuals will be eligible for assistance past this deadline.

All applicants and their organizations' members must work with the Town in a collaborative and respectful manner. Organizations and all their members that receive or are considering to apply for funding must conduct themselves in a positive manner that does not negatively impact the image of the Town of Osoyoos. Failure to do so will impact the ability to receive the full funding and future funding opportunities. If inappropriate actions occur after the funding is awarded, it may result in the 10% holdback not being awarded.

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3.0 ELIGIBLE APPLICANT

An application for a municipal grant may be submitted by any organization which:

- a) has been operating no less than six months; and
- b) has its membership from within the Town and/or surrounding Regional District; and can illustrate that its services benefit the residents of the town.

4.0 CLASSIFICATION OF GRANTS

a) Grant Categories:

(i) *Special Project/Program One-Time Application:*

- All applicants must meet the conditions of eligibility and application as set out in this policy.
- Must be for a specific project carried out in the timelines as per the approved grant application.
- Groups can make an annual application but it must be for a different project.
- Application must be on the form provided by the Town.
- Annual operating funding will not be considered.
- Grant must be linked to a specific project or program.

(ii) *Annual Community Development:*

- These are organizations that are providing an identified annual special event function to the community and may receive funding on an annual basis.
- These identified groups currently include the Festival Society, Osoyoos Fireworks, and the Secondary School Bursary Program.

(iii) *Line Budgeted:*

- These organizations operate complex facilities and services and have been identified as line items for inclusion in the annual budgeting process. Their funding request is viewed within the scope of the overall operating budget and may change based on the financial condition of the town.
- This grant enables the organization to have a base level of operational and/or capital funding.
- The amount identified for granting shall include all the costs and services that the Town provides to the organization.

b) Grants for Rental of Facilities:

- (i) Requests for grants for payment of rental charges will not be considered unless the organization can demonstrate that they are unable to raise funds to pay for rentals, and the use of the facility by the applicant serves a community need or purpose.
- (ii) Requests for grants to pay for rental of community facilities will not be approved when the intent is to raise funds for a particular purpose and it can be reasonably assumed that the project can meet its expenses and will be profitable.
- (iii) Request for financial assistance for rental waivers will not be considered until after the event takes place.
- (iv) Request for financial assistance for rental waivers must then be accompanied by a financial accounting, which demonstrates a need, and forwarded to the Director of Community Services. Staff will prepare a recommendation for Council based on information provided.
- (v) Council may approve ongoing rental waivers for non-profit community events such as Festival Society Events as part of the annual budget process.
- (vi) If the Town provides the facility at no charge, generally no additional grant request for that project will be considered.

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- c) Grants for Insurance Costs:
 - (i) The following groups or events are pre-approved for a grant covering the cost of insurance: Festival Society Events, Street Dances.
 - (ii) All other requests for grants for payment of insurance premiums will not be considered unless the organization can demonstrate that they are unable to raise funds to pay for the insurance premiums, and the purpose for which the insurance is being sought serves a community need or purpose.
- d) Property Tax Exemptions:

Granting of Tax Exemptions will be limited to the Municipal portion of property taxes due.
- e) Sports Teams

Youth teams (maximum age 18 years) will be eligible to receive up to \$500 and individuals (under 18) will be eligible to receive up to \$200. Applications for sports teams may be reviewed by the Community Services Advisory Committee and recommendations may be forwarded to Council. The total amount of funding will be \$2,000 per fiscal year. Applications will be accepted until the funds are depleted.

5.0 ACCOUNTABILITY

Organizations receiving grants from the Town shall provide an accounting of the event or purpose for which the grant was approved as follows:

- a) within 45 days of the date of the event where the grant or rental waiver is for a specific one-time event; or
- b) within 60 days of the end of the organization's fiscal year where the grant or rental waiver is for a program.

Organizations that are approved for grant funding will receive 90% of the grant upfront and the remaining 10% will be awarded following final reporting and code of conduct compliance.

Non-compliance with accountability guidelines or code of conduct will result in the removal of the organization from the community service grant process and the possibility of not receiving the final 10% as per section 2.

ADMIN/COUNCIL	COUNCIL	MEETING	Regular Open
APPROVAL DATE	March 6, 1995	REVIEW DATE:	
AMENDMENT DATE	March 3, 1997	MEETING	Regular Open
AMENDMENT DATE	April 19, 2004	MEETING	Regular Open
AMENDMENT DATE	November 7, 2005	MEETING	Regular Open

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AMENDMENT DATE	February 18, 2008	MEETING	Regular Open
AMENDMENT DATE	March 15, 2010	MEETING	Regular Open
AMENDMENT DATE	January 17, 2012	MEETING	CAO
AMENDMENT DATE	December 13, 2022	MEETING	Regular Open
AMENDMENT DATE	August 15, 2023	MEETING	Regular Open