



Policy Title:	Financial Assistance Policy		
Department:	Finance		
Policy No.:	2020.04	Resolution No.:	#19786
Approved By:	Council	Approval Date:	December 8, 2020

1. PURPOSE

To establish a policy of council that specifies the criteria for considering, and provide the authorization for approving or denying, requests for assistance.

2. SCOPE AND APPLICABILITY

As authorized under the *Community Charter*, the District of Elkford supports the enhancement of the community by providing financial assistance to not-for-profit and volunteer groups or organizations that enhance the quality of life in Elkford or promote the community when traveling to events away from Elkford.

3. DEFINITIONS

“Capital projects” - are fixed, one-time expenses incurred on the purchase of land, buildings, construction, or equipment used in the rendering of services. It is for new construction, expansion, renovation or replacement for existing equipment or infrastructure.

“Local Special Events” – are a one off or reoccurring special event that attracts mostly local or community visitors, and foster the economic, social, cultural or environmental well-being of the community.

“Operational Costs” – costs which are intended to support staff positions and regular payments expected to be made by the organization to ensure the continuity of its operations.

“Out of Town Event” – an event that is held at least 100km from Elkford, and is a formal provincially, nationally, or internationally endorsed event. An Out of Town Event is not exclusive to sports events.

4. RESPONSIBILITIES

The Director of Financial Services and CAO (Chief Administrative Officer) are responsible for administration and approval of the program.

The recipients of a grant are required to report to Council on the organization’s activities and report on how the grant received was utilized. Failure to fulfill this requirement may result in the denial of future requests.

5. GUIDING PRINCIPLES

Capital Projects:

- Must foster the economic, social, cultural, or environmental well-being of the community.
- Must significantly benefit the community, as opposed to a few individuals, and show a significant level of community support.

- Must align with the District's goals and objectives for Community Development.
- May be to enhance an existing service in Elkford.
- Must not duplicate an existing service in Elkford.
- Must demonstrate the need for the project.
- Must demonstrate the need for assistance.
- Must provide evidence of fundraising or funding from other sources.
- Must submit a request for funding on an application approved by the District of Elkford. Applications must be received by February 28th each year.
- Applications must include the project plan with budget, the group's most recent operating financial statements and any other information that the Director of Financial Services deems necessary.

Consideration and Approval of Assistance Request:

Staff is to review, analyze, summarize, and provide a recommendation to Council regarding all applications submitted under the above grant category. At an annual Committee of the Whole meeting, Council will discuss, review, and recommend approval based on the identified needs and existing budget availability. Each applicant will then receive a letter notifying them of Council's decision.

Local Special Events:

- Must foster the economic, social or the cultural well-being of the community.
- Must significantly benefit the community, as opposed to a few individuals, and show a significant level of community support.
- Must demonstrate the need for assistance.
- Must provide evidence of fundraising or funding from other sources.
- Must submit a request for funding on an application approved by the District of Elkford. Applications must be received by February 28th each year. Other requests will be received for consideration throughout the year, and it is recommended to submit as well in advance of the event as possible on an application approved by the District of Elkford.
- Requests for events that are not planned well in advance and the request complies with the qualification criteria, may be submitted for consideration. The requests may be approved provided sufficient funds are available, up to \$1,000 by the Director of Financial Services or CAO and over \$1,000 by Council.

Out of Town Events:

- Application must be made by a local participant, or a local organization, or an Elk Valley organization with members from Elkford.
- Applications will be considered for participant(s) only (not coaches or supervisors).
- Financial requests will only be considered for participants under the age of 19. Adult participants will only be considered for promotional requests.
- Applications must be received at least 21 days prior to event (if possible).
- Consideration will be given for participants that qualified for a Provincial, National, or International event at least 100 km from Elkford to be considered for a financial request.
- Must submit a request for funding on an application approved by the District of Elkford.
- Must provide evidence of fundraising or funding from other sources.

Consideration and Approval of Out of Town Event Request:

Out of Town Event requests may be submitted for consideration provided sufficient funds are available. The requests may be approved as follows:

- Requests within British Columbia or Canada of \$50 per Elkford participant or a member of a team to a maximum of \$1,000 will be considered for approval by the Director of Financial Services or Chief Administrative Officer.
- Requests within British Columbia or Canada of \$50 per Elkford participant or a member of a team over \$1,000 will be considered for approval by Council.
- All international requests (i.e., outside Canada) will be considered for approval by Council.

Promotional items, if available, will also be for teams to promote Elkford while attending their event.

6. INELIGIBLE COSTS

Any funds received under this policy may only be used within the financial year in which they are approved, no later than December 31. Retroactive costs (i.e., costs that were incurred prior to funding approval) are not eligible.

Applications for multi-year funding will not be considered.

Operational Costs as identified below are NOT eligible for funding:

- Wages and other mandatory employer related costs (MERCs)
- Rent and utilities
- Levies
- Bank charges
- Computer and related maintenance costs
- General staff training
- Board of director's activities
- Insurance (e.g., office, board of directors, liability, etc.)
- Internal or external audits of the organization
- General office supplies and equipment
- Professional fees related to the administration of the organization (e.g., legal, accounting)
- Other contractual obligations relating to the administration of the organization
- Other operational type costs relating to the organization's office

7. REVIEW DATE

This policy shall be reviewed once every five years or resulting from changes to Provincial or Federal legislation.

Repealed Policies:	Financial and In-Kind Assistance Policy No. 2004-06
Related LEGISLATION, BYLAWS, ETC.:	District of Elkford Five-Year Financial Plan Bylaw (as adopted annually)

POLICY ADOPTION AND AMENDMENT LISTING DETAILS		
Amendment Date:	Resolution No:	Amended Section(s):
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