

Policy Title: Regional Grant-in-Aid	Policy Number: 117
Policy Category: Finance	
Approval Date: January 28, 2025	Policy Owner: Corporate Services
Approved by: Board	File Reference: 0340-50

PREAMBLE

1. Section 263(1)(c) of the *Local Government Act* gives authority for local governments to provide assistance for the purpose of benefiting the community or any aspect of the community.

While community development is a shared responsibility, the Comox Valley Regional District (CVRD) Board recognizes that the provision of financial support through grants can leverage additional support and enable the delivery of necessary and desirable services. In addition, it is recognized that the Regional District’s structure as a federation of municipalities and electoral areas can enable partnerships and efficiencies in the delivery of services that provide regional benefit.

PURPOSE

2. To establish and provide a framework for a Regional Grant-in-Aid Program, administered through a Community Foundation, to support services, projects and initiatives that provide a social benefit to the CVRD region as a whole.

SCOPE

3. All registered Non-Profit Organizations seeking financial support from the CVRD Regional Grant-in-Aid Program and its focus area(s) as established and defined in this Policy.
4. This policy does not apply to:
 - a. Direct funding provided to a Non-Profit Organization or a private sector enterprise pursuant to a lease and operating agreement, partnering agreement or service agreement;
 - b. Direct funding provided to a Non-Profit Organization through other CVRD services and other stand-alone grant programs, including but not limited to Rural Community Grants, Recreation Grants, and Arts and Culture Grants;

- c. Financial support or other benefit provided to an external organization or cause at the discretion of the Board in accordance with Section 263(1)(c) of the *Local Government Act*.

DEFINITIONS

Agreement(s):

Means a contractual agreement entered into by the CVRD and a Community Foundation for the purpose of delivering the Regional Grants-in-Aid Program.

Community Foundation:

Means a Non-Profit Organization that the Board has selected to enter into an Agreement with, for the purpose of administering and managing the Regional Grant-in-Aid Program.

Grant Funding:

Means a financial grant, which is not expected to be repaid, that is provided by the CVRD to a chosen Community Foundation, through an Agreement, for the purposes of the administration and management of the Regional Grants-in-Aid Program.

Non-Profit Organization:

Includes a society incorporated pursuant to the *BC Societies Act* (or the previous *Society Act*) and an organization which is registered as a charity pursuant to the *Income Tax Act*.

POLICY

5. Regional Grant-in-Aid Framework:
 - a. The Board establishes a Regional Grant-in-Aid Program with the following focus area(s):
 - (i) Social development
 - b. The total Grant Funding available each year shall be determined by the Board through the CVRD's financial planning process for the Administration and General Government Service.
 - c. The Regional Grant-in-Aid Program is to be administered by a Community Foundation under the terms of an Agreement.
 - d. All general funding requests from Non-Profit Organizations, except those directed towards established CVRD granting services (e.g. Rural Community Grants Program, Recreation Grant Program etc.), that are aligned with the focus area(s) established by this Policy shall be redirected to the Community Foundation.

ROLES AND RESPONSIBILITIES

6. The CVRD Board is responsible for:
 - a. Approving, amending and implementing the Regional Grant-in-Aid Policy.
 - b. Approving the Regional Grant-in-Aid Program budget and the related Agreement(s) through the annual financial planning process.
 - c. Selecting and entering into Agreements with Community Foundations and where necessary, determining how Grant Funding is divided between Community Foundations.

7. CVRD staff are responsible for:
 - a. Recommending that sufficient funding be allocated as Grant Funding during the financial planning process.
 - b. Establishing and managing Agreements with the Community Foundations.
 - c. Directing relevant funding requests to the Community Foundation.

8. A Community Foundation is responsible for:
 - a. Managing the Regional Grant-in-Aid Program including the administration and disbursement of Grant Funding which adheres to this Policy and the associated Agreement with the CVRD.
 - b. Ensuring the Regional Grant-in-Aid Program is open and available to all eligible organizations who wish to make application.
 - c. Establishing and publicizing the eligibility requirements and adjudication criteria and process.
 - d. Communicating the recipients and projects or services to the CVRD and community at large.
 - e. Ensuring that recipients use of the funding is for the sole purpose for which the funds were awarded.
 - f. Requiring a report from all grant recipients upon completion of the funded projects.

9. A Community Foundation shall not provide funding to:
 - a. Applicants not located or operating within the CVRD.
 - b. Businesses or for-profit enterprises.
 - c. Applicants seeking sponsorship for commercial events.
 - d. Applications for projects, services or initiatives that are not aligned with the focus area(s) established by this Policy.

- e. Religious or political organizations for the purpose of directly funding religious or political activities.

REVISION HISTORY

Approval Date	Approved By	Description of Change