

**TOWN OF FORT NELSON
NORTHERN ROCKIES REGIONAL DISTRICT
POLICY & PROCEDURE MANUAL**

1675-02 - DISCRETIONARY GRANT-IN-AID FUNCTION POLICY

Background

A Grant-In-Aid Program was first established and implemented in 1982 under “Recreation Facilities & Programs” to assist the Council of the day in responding to individual, group and organizations’ requests for financial assistance and to assist in addressing capital and equipment needs of our recreation facilities.

Although there have been changes to the scope of the program as determined from year to year by the various Councils and Boards, the current Council and Board have agreed to continue with a discretionary grant-in-aid function and suggested that guidelines be established for the procedure of handling requests.

Policy/Objective

To implement a discretionary grant-in-aid function policy and to establish guidelines and clarify handling procedures for grant-in-aid requests by both Administration and the Town Council & Regional Board.

Implementation

The Council for the Town of Fort Nelson and the Board for the Northern Rockies Regional District shall consider grant-in-aid requests only for activities that have broad benefit across various sectors of the community.

<i>Policy Section: 16</i>	<i>Financial Services</i>
<i>Subject: 1675-02</i>	<i>Discretionary Grant in Aid Function Policy</i>
<i>Prepared by: Heather Brown</i>	<i>Approved by Mgmt Team: -</i>
<i>By Administrator: -</i>	<i>By Council/Board: June 12, 2000</i>
<i>Revision Date: January 11, 2001</i>	<i>Page 1 of 2</i>

Implementation

All grant-in-aid requests must be submitted in writing to the Corporate Services Department accompanied by a clear description of the project requiring support, and a detailed budget showing anticipated revenues and expenses.

Grant-in-aid requests must be presented, in person, by a representative of the group or organization making the request to the Town Council or Regional Board.

The Director of Corporate Services or her designate shall ensure that the current year's financial statement for the Grant-In-Aid function is provided on agendas where a grant-in-aid request may be considered.

The Town Council or Regional Board have determined that they would handle grant-in-aid requests in the following manner:

At the Council or Board's discretion, decision pertaining to the approval of grant-in-aid requests will be made as follows:

- a) Decision on the grant-in-aid request may be made at the same meeting that the request is made.**
- b) Decision on the grant-in-aid request may be deferred to the next regularly scheduled Town Council or Regional Board meeting to allow adequate time for elected officials to make an informed decision if further information or follow-up is requested, or if members would prefer an extended period of time to thoroughly consider the request.**

Those groups/individuals requesting grant-in-aid assistance, will be informed of the Council or Board's final decision in writing.

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