



VILLAGE OF FRUITVALE POLICY MANUAL

POLICY NO 3.08

POLICY TITLE: GRANTS

PURPOSE OF POLICY:

To provide a guideline on the procedures for the issuance of grants to individuals and organizations.

Council shall establish a budget account entitled "Grants" and an amount shall be approved annually by Council in the Budget for grants requests.

1. Ongoing annual support grants to the following organizations and groups shall be excluded from this policy:
 - BVRC Breakfast with Santa
 - BVRC Seniors' Dinner
 - J.L. Crowe Dry Grad
2. This policy does not apply to requests for Village of Fruitvale lapel pins.
3. Only local non-profit community organizations and individuals or teams advancing to a regional or higher level of competition are eligible for consideration for a grant, either by cash or waiver of rental costs.
4. All requests for a grant, either by cash or waiver of rental costs, must be accompanied by a completed grant application form.
5. Grants will be approved by the CAO on a first come first served basis, and it is expected no single grant will exceed 25% of the annual allocation.
6. Once the approved budget has been fully allocated, the CAO will not approve any further grants unless specifically approved by Council.

Any Grant Funds unexpended at year-end shall be reported as general surplus.

****Adopted by Council on April 8, 2008**

Mayor

Administrator



The Village of Fruitvale

Grant Application

A. Instructions

Council may provide a grant or donation to any organization or group pursuant to section 176 of the Local Government Act.

Please complete this application form and submit it, with supporting documentation, to:

CAO
Village of Fruitvale
Box 370
Fruitvale, BC V0G 1L0

FAX: (250) 367-9267

Grants are issued on an annual basis and are subject to the availability of funds in the current year's operating budget. Approval of a grant application in any year does not imply or suggest that approval will be received in any subsequent year.

Grants will be evaluated in accordance with the Grants Policy.

B. Application Information

- Date of Application: _____
- Name and address
of organization: _____

- Contact Person: _____
- Phone: _____
- Type and amount of grant requested:

	<u>Type</u>	<u>Amount</u>
<input type="checkbox"/>	Cash contribution	\$ _____
<input type="checkbox"/>	Waiver of Rental Fee	\$ _____

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C. Financial Information

All grant applications must be accompanied by the organization's most recent financial statements. In the case of a request for waiver of a rental fee, the application must be accompanied by a post-event financial report showing receipts and disbursements.

Please provide a summary of any other grants your organization has applied for in the past 12 months for general operating purposes or for the event for which the rental fee waiver is being applied for.

D. Supporting Information

Provide any other information you feel should be considered in evaluating your application. (may be on a separate page).

Please indicate the reasons why your organization requires the funding being requested (may be on a separate page).

Provide any other information you feel Council should consider when evaluating your application.

On behalf of _____, I/we hereby declare that all the information presented and/or provided with this application is true and correct.

Authorized Signature

Authorized Signature