



TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC: Grants-in-Aid		
APPROVED BY:	Council	DATE: May 6, 2019
RESOLUTION #: CS 2019-170		
<i>Previous Version: 2013-266, 2016-371</i>		
Purpose: To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.		
Policy: In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives: <ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.		
Procedure: <ol style="list-style-type: none">1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:<ul style="list-style-type: none">• Name of the organization• Name of the individual making the application• Description of the project or event for which funding is requested• Indicate whether or not the project or event or service is already provided in the community• Identify the beneficiaries of the project or event or service• Indicate the total cost of the project or event or service• Indicate other sources of funding for the project or event or service• Indicate whether the application to other local governments has been made• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization• Specify the amount of financial assistance required; and• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.		

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2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31st in order to be considered by the Council of the Town of Ladysmith for funding in the following year.
3. Grant in Aid applications received after December 31st may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
5. Council will consider only one (1) application per Organization per year.
6. Applications for funding will be considered at an open Council Meeting prior to the adoption of the Financial Plan. All decisions are final following ratification at the next Regular Meeting of Council.
7. An organization must, using the form provided, report back to Council by December 31st of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available.

Conditions of Funding:

1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested.
3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received.

Applications may be mailed to the following address:

**Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2**

Or dropped off at City Hall:

**410 Esplanade
Ladysmith, BC**