

## TOWN OF LADYSMITH

GRANT-IN-AID APPLICATIONGENERAL INFORMATION

Each year, Council makes a limited number of grants to support social, cultural and recreational special events and services that are provided on behalf of residents of the Town of Ladysmith. The main purpose of the Town's Grants-in-Aid is to assist groups to organize themselves around community issues and projects.

To be eligible for a grant, the applicant must be a not-for-profit organization, and must complete the attached application and include any necessary supporting documents. Grants may be provided for both new and existing programs and services. Applicants may be invited to appear before Council to answer questions with respect to program services, finances, or other aspects of the grant application.

Programs and services will be evaluated on the basis of need, relevance and demonstrated effectiveness. All grants are for a one-year period (or less). **Please note:** When applying for a Grant-in-Aid, it is important to be aware that receiving a grant may limit your organization's eligibility to receive a Permissive Tax Exemption.

In addition to completing the attached Grant-in-Aid application form, you are encouraged to submit any additional information that you feel would add to the understanding of your service. Please ensure you answer all questions on the application form. **The Grant-in-Aid application and Report on Funding are both due by December 31, 2021.** Applications and reports received after the due date may not be considered by the Town of Ladysmith Council for funding in the following year.

Applications should be returned to:

The Financial Services Coordinator, Town of Ladysmith, PO Box 220, Ladysmith, B.C., V9G 1A2.

For further information, please contact Erin Anderson, Director of Financial Services, at 250-245-6402.





**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

<b>TOPIC: Grants-in-Aid</b>		
<b>APPROVED BY:</b>	<b>Council</b>	<b>DATE:</b> May 6, 2019
<b>RESOLUTION #:</b> CS 2019-170		
<i>Previous Version: 2013-266, 2016-371</i>		
<b>Purpose:</b> 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.		
<b>Policy:</b> 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"><li>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.</li><li>2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.</li><li>3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.</li></ol>		
<b>Procedure:</b> <ol style="list-style-type: none"><li>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"><li>• Name of the organization</li><li>• Name of the individual making the application</li><li>• Description of the project or event for which funding is requested</li><li>• Indicate whether or not the project or event or service is already provided in the community</li><li>• Identify the beneficiaries of the project or event or service</li><li>• Indicate the total cost of the project or event or service</li><li>• Indicate other sources of funding for the project or event or service</li><li>• Indicate whether the application to other local governments has been made</li><li>• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization</li><li>• Specify the amount of financial assistance required; and</li><li>• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.</li></ul></li></ol>		

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**APPROVED BY:**

**Council**

**DATE: May 6, 2019**

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*Previous Version: 2013-266, 2016-371*

2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup>, 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**

**05 – 1850 - A**

## Town of Ladysmith 2022 Grant in Aid Application

05 – 1850 - A

1. Name of Organization	
Civic Address	
Mailing Address	
Phone/Email	
Application Contact	

2. President/Chairperson	
Mailing Address	
Phone/Email	

3. Treasurer	
Mailing Address	
Phone/Email	

4. Description of Event or Project/ Service	
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5. Amount Requested	
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<p>6. How will the community benefit?</p>	
<p>7. List full and part-time paid positions (use separate sheet if necessary)</p>	
<p>8. Number of individual participants (clients) who will receive your service.</p>	
<p>Number of volunteers</p>	
<p>Volunteer hours/week</p>	
<p>9. Is your organization a registered society?</p>	
<p>Number:</p>	
<p>Is your organization a charitable institution?</p>	
<p>Number:</p>	
<p>10. What other efforts have been made to obtain funding? (include list of grants received or pending)</p>	

11. Please attach the following:	
Budget (total local organization)	<input type="checkbox"/> Attached
Audited Financial Statements or Engagement Review	<input type="checkbox"/> Attached
Current Year Projections	<input type="checkbox"/> Attached
Statement of Assets and Liabilities	<input type="checkbox"/> Attached

The information included in this application is true and correct to the best of my knowledge.

Signature	
Position/Title	
Date	

**APPLICATION DUE: DECEMBER 31, 2021**

### OFFICE USE

Date Application Received	
Amount Approved	
Dec 31 Reporting Received	

The personal information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or [foi@ladysmith.ca](mailto:foi@ladysmith.ca).

## Town of Ladysmith Grant-in-Aid Report on Funding Due on or before **DECEMBER 31<sup>st</sup>**

Name of Organization	
Name of Contact Person	
Mailing Address	
Town/City	
Postal Code	
Email Address	

Description of Event or Project/Service Completed	
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Total Amount Received from Town of Ladysmith	
Please attach a budget sheet outlining all the costs related to this project.	
<input type="checkbox"/> Attached	

Please provide a description of how the funds were used and attach picture of the project/event/service	
<input type="checkbox"/> Pictures attached	

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