



# VILLAGE OF HAZELTON

## **Policy #3.1**

**POLICY:** Community Enhancement Grant

**ADOPTED:** October 29, 2013 **REVISED:** February 16, 2016

### **PURPOSE:**

The Council desires to set an annual budget between \$1,000 and \$1,500 to provide limited discretionary funding upon request from local non-profit organizations for community support and enhancement.

### **GUIDING PRINCIPLES:**

Programs, Activities and events that may be supported by the Village must:

- Promote good will and be of benefit to the community and its residents
- Encourage volunteerism
- Be sponsored by a local not-for-profit organization
- Be sensitive to the needs of the community
- Promote recreational, cultural and social understanding
- Be inclusive of all genders and ages
- Encourage environmental awareness
- Be well publicized in the community

Programs, Activities and Events **MUST NOT:**

- Offer direct financial assistance to individuals or families except in the case of education bursary awards contained in this policy;
- Duplicate services that fall within the mandate of either a senior government agency or a local agency except where there is an established need; and
- Be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

### **POLICY:**

In considering a grant for financial assistance to an organization for a discretionary community enhancement grant, the Council of the Village of Hazelton will take into account the following objectives:

1. The primary purpose of a community enhancement grant is to provide one-time financial assistance to an organization for a specific project or event that benefits the residents of the Village of Hazelton. In general, the organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Community enhancement grants will not be made to individuals other than in the form of the awards and bursaries presented to the Hazelton Secondary School graduating class.
3. Preference will be given to organizations that are locally based and whose efforts benefit the Village.

4. The Village will not grant monies to a “for profit” organization.
5. An organization applying for a community enhancement grant must provide the following information in order for its application to be considered:
  - Name of the organization;
  - Name of the individual (if organization is representing an individual member);
  - Description of the project or event for which the funding is requested;
  - Indicate whether or not the project or event is already provided in the community or is supported by other organizations;
  - Identify the beneficiaries of the event;
  - Indicate the total cost of the event;
  - Indicate other sources of funding for the event;
  - Indicate whether applications to other local government have been made;
  - Indicate the volunteer labour and in-kind donations to be contributed toward the project or event 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 statement as requested.
6. All grant applications must be submitted to the Village on or before January 31<sup>st</sup> in order to be considered for funding for the current year.
7. Community enhancement grant applications received after January 31<sup>st</sup> will not be considered for funding in the current year.

Recipients of Community Enhancement Grants should be aware that funding is not automatically guaranteed in subsequent years. Grants are intended to provide a means for the Village to encourage and support local ventures, not to provide core or sustainable funding for a business venture or substantial funding for any significant undertaking.

Grant recipients must acknowledge the Village of Hazelton as a sponsor for the program, activity or event in all advertising and promotional materials.

Recipients of grants must agree to provide the Village with an accounting of how funds were used within 90 days of the completion of the program, activity or event.



# Village of Hazelton

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## Community Enhancement Grant

DEADLINE DATE FOR APPLICATIONS IS **JANUARY 31**.

Please ensure that:

- All fields have been completed in full.
- A copy of Event or Project budget is attached – use separate sheet if needed.
- A copy of the financial statement is attached – if available.

Date of Application: \_\_\_\_\_

Name of Organization:	
Mailing Address:	
Contact Person:	
Phone Number:	Fax Number:
Email Address:	
Name of Event or Project:	
Date(s) of Event or Project:	
Purpose of Event or Project:	
Outline the Benefits to the Village of Hazelton as a result of the Grant:	
Have you received a Grant from the Village of Hazelton in the Past?	<input type="checkbox"/> - Yes <input type="checkbox"/> - No
Estimated Total Cost of Event or Project:	\$
List other sources of funds: (organization & amount requested or expected)	
	\$
	\$
Indicate volunteer labour and/or in-kind donations to be contributed to the Event or Project:	
<b>Amount Requested from the Village:</b>	<b>\$</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:	
Date Received:	
Comments:	