



POLICY MANUAL

POLICY: Grant Awards

POLICY NO.: GRM 4.1

SUBJECT: Grant Policy

APPROVED BY BOARD: September 30, 2004 **EFFECTIVE DATE:** Sept 30, 2004

REVISED AND APPROVED: September 2020. **REVISED:** November 2020 (interim revision)

SUBJECT TO REVIEW: September 2021

Purpose

To establish principles for the BVCF grant award program.

General

The BVCF will offer, adjudicate, award and manage financial grants.

Principles

Funding will be allocated to grants to support organizations in improving quality of life in our communities.

Grants will be offered within the BVCF area.

The number and size of grants offered will be determined by the BVCF Board, based on funds available.

Organizations may submit more than one grant application, however, in most cases only one will be funded per grant cycle.

Information regarding program details and application procedures will be communicated throughout the BVCF area using a variety of media.

Timing

Projects must be completed 12 months from the grant approval date. The BVCF must approve any extensions or changes.

The BVCF does not fund any expenses that predate project award date.

Multi-year grants and multi-agency grants may be awarded in some cases and additional conditions will apply.

Eligibility

Organizations must have completed all the requirements of grants received previously.

Organizations that are registered charities or qualified donees under the Income Tax Act are eligible to apply for BVCF grants.

Organizations that are not registered charities or qualified donees under the Income Tax Act can be eligible to apply for BVCF grants by contracting with an agency that is a registered charity, which will

- agree to have their charitable registration number used on the application
- accept any funds on behalf of the applicant
- provide a written statement of their agreement.

Grants are not made to individuals or businesses.

Organizations must demonstrate effective management and fiscal responsibility.

Types of projects

The BVCF will support projects in the following fields of interest:

- community
- cultural
- fine arts
- education
- social and family
- sports and recreation
- youth
- health

and that enhance the quality of life for residents of the area.

When reviewing applications for funding, the BVCF will consider projects which address priorities for the year and:

- emerging needs

- asset-based funding
- community-based funding
- new approaches and techniques in solving community needs
- co-ordination, co-operation and sharing among organizations, and elimination of duplicating services
- promotion of volunteer participation and citizen involvement
- broad community appeal
- participation by qualified persons
- sharing of talent and cultural background with the community at large
- benefit for the entire community, including disadvantaged individuals
- chances for success and potential future activity
- demonstrated need
- equipment or furnishing needs. Requests for computer equipment and software essential to project delivery will be considered.
- partnership funding
- funding for out of town facilitators and workshop instructors.

Projects will be considered where a portion of funding has been acquired from other sources or other grants, matching or otherwise.

Special funding may be awarded in some cases and separate conditions may apply.

The BVCF does not fund:

- annual core operating expenses of organizations
- operating or capital deficits
- fund raising campaigns, form letter requests or telephone campaigns
- salaries and wages
- building funds or capital campaigns, although requests for equipment and furnishings may be considered if the building is being completed or the expense is part of the total project costs
- endowment campaigns
- religious organizations for direct religious activities
- travel expenses unless essential to project delivery
- ethno-cultural organizations that primarily serve their own members.

Grant Agreement

A grant agreement will be created between the BVCF and the recipient.

Recognition

Grantees are expected to recognize BVCF support as specified in each grant agreement.

Publicity

Unless otherwise specified by applicants, the BVCF may publicize names, towns and photos of grant recipients and their projects.

BVCF area

The BVCF area extends from Topley to Kitwanga, B.C. including Granisle, Houston, Telkwa, Smithers, and Hazeltons.