

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN ELECTORAL AREA COMMUNITY GRANT GUIDELINES

These guidelines contain important information concerning the Regional District of Okanagan-Similkameen Electoral Area Community Grant applications forms. Please read these guidelines before completing the application.

Purpose of Grants

Electoral Area Community grants are intended to support the establishment and the operations of non-profit organizations serving the residents of the Regional District of Okanagan Similkameen

Eligible Organizations

- Non-profit societies registered pursuant to the Societies Act.
- Community organizations that have an established set of working rules and regulations and a bank account in the organization's name.

Ineligible Applicants

- Applications from individuals, industrial, commercial or business undertakings.

Criteria for Eligibility

Organizations that are applying for a community grant should demonstrate:

- Event or initiative fills a need in the community
- Use innovative approaches and techniques in addressing community issues
- Exercise coordination and cooperation with other groups to prevent duplication of projects, programs, services or events
- Seek funding from a variety of sources
- Apply a "user pay" philosophy, where applicable
- Have clearly defined their priorities and purpose in seeking funding

Grant recipients must

- Provide a report detailing how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were spent
- If requested, provide the Regional District copies of receipts and/or satisfactory evidence regarding the disposition of grant funds

IMPORTANT

- Application deadlines are posted on the RDOS website
- Your organization is not guaranteed a community grant by virtue of meeting the criteria for eligibility.
- The receipt of a community grant in one year does not guarantee receipt of a community grant in a subsequent year.
- The Electoral Area Director retains full discretion with respect to whether community grants are allocated and the amounts of any grants that are allocated.
- If your organization is awarded a community grant, the earliest that funds may be allocated by is August 1st, unless specifically requested by the Electoral Area Director

TYPES OF GRANTS

Type	Purpose	Assistance Categories	Funding Levels
Establishment	To cover needs and expenses for community organisations and non-profit societies in their formative stages of development.	Funding would be considered for supplies, administrative and facility costs, minor capital costs (e.g. office equipment), advertising and training.	Grants should not exceed 50% of the establishment costs. The grant is only available on a one-time basis for all organizations.
Operational	To provide funding to assist established community organisations, and registered non-profit societies with expenditures incurred in the operation and the delivery of their existing programs.	Funding would be considered for administrative costs, program delivery, facility costs, minor capital costs (e.g. office furniture), and technical/material assistance.	Grants should not exceed 25% of the applicant's operational budget. If the applicant is receiving funding from other levels of government or public agencies, the maximum grant should not exceed 10% of the operational budget.
Special Projects	To assist established community organisations, and registered non-profit societies to stage special events or to operate short-term programs or projects (less than 12 months in duration). Projects must have clear time frames, not require permanent staff, and would not normally be undertaken without additional funding.	Funding would be considered for the costs of hosting and promoting special events, and for the administrative costs of short-term programs or projects.	Grants should not exceed 80% of the costs of the special project.