



DISTRICT OF ELKFORD

2018 COUNCIL GRANT APPLICATIONS

DEADLINE FOR SUBMISSIONS: February 28, 2018

INSTRUCTIONS

1. The criteria and information set out below are applied to organizations requesting grants and to their grant applications. Ensure that your organization and your application meet the recommended requirements.
2. Organizations must submit the following:
 - a. A completed 2018 Grant Request Application Form (see attached).
 - b. The most recent Annual Financial Statements for your organization which includes a statement of revenue and expenditure, and if your grant request is over \$2,500, a balance sheet. The financial statement must be signed by two of the organization's directors. If your financial year-end was prior to September 1st, 2017, we may request interim financial statements.

Financial statements should contain complete information for the organization, including funding received from such sources as government employment grants, lottery funds or the proceeds from bingos, casinos or other fund-raising events.
 - c. A budget for the upcoming (2018) year for which the Grant is requested:
 1. if applying for a capital grant, submit a project budget.
 2. if applying for an operating grant, submit an operating budget.
(submitted in a format similar to your financial statement - income and expenditure).

CRITERIA AND INFORMATION FOR THE DISTRICT OF ELKFORD FUNDING REQUESTS

1. Services provided by any organization must be, in the opinion of Council, of sufficient scope and quality to merit public support.
2. It is recommended that organizations applying for grants be registered with the Societies Act of the Provincial Government as a non-profit organization.
3. Grants shall be considered on a year-to-year basis. Continuing support under the District Grants Program should not be anticipated.

4. Organizations are eligible for only one grant per fiscal year unless additional approval is given by Council.
5. Applicants must document their evidence of attempts to secure funds elsewhere, if requested.
6. The organization should be prepared to substantiate their request in person.
7. In some cases Council may feel it necessary to administer the grant by requesting receipts to be submitted before funds are released.
8. Organizations receiving a grant may be requested to provide an accounting of the grant at the end of the 2018 year. This can be done by a signed statement by two executive members of the organization. This statement should declare that the grant received was used for the purpose originally intended and that all grant monies received were used.
9. Grant surpluses arising as a result of a failure to undertake an agreed upon service or activity, as a condition of the approved grant, may be asked to be returned to the District, either by a reduction in the grant for the forthcoming year or by a refund to the District.
10. Unused grants having been approved but not asked for release by the organization by the end of 2018 will be returned to District surplus and the organization will have to reapply the following year.
11. Final decisions of all grants shall be the responsibility of the District Council.
12. Submit completed applications to:

District of Elkford
Attn: Director, Financial Services
PO Box 340
816 Michel Road
Elkford, BC V0B 1H0