



TOWN OF LAKE COWICHAN POLICIES and PROCEDURES

Title: Grants-in-Aid Guidelines	
Classification: Finance - Grants to Organizations	
Approval Date: March 28 th , 2002 (148(3)/02)	Revision Date: June 26 th , 2012
<p><u>PURPOSE:</u></p> <p>To establish a policy for Grants-in-aid provided by the Town of Lake Cowichan.</p> <p><u>POLICY:</u></p> <p>In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Lake Cowichan will take into account the following objectives:</p> <ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide one time financial assistance to an organization for a specific project or event that benefits the residents of the Town of Lake Cowichan. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are regional in nature.3. An organization applying for a grant in aid must provide the following information in order to have its application considered:<ol style="list-style-type: none">a) name of the organization;b) name of the individual;c) description of the project or event for which funding is requested;d) indicate whether or not the project or event is already provided in the community;e) identify the beneficiaries of the project or event;f) indicate if the organization is 'for profit';g) indicate the total cost of the project or event;h) indicate other sources of funding for the project or event;i) indicate whether the application to other local governments has been made;j) indicate the volunteer labour and in-kind donations to be contributed towards the project or event by the members of the organization;k) specify the amount of financial assistance required;l) provide the organization's current annual budget and previous year's financial statement;m) list any in-kind or cash contributions from the Town of Lake Cowichan.4. The Town of Lake Cowichan will not grant monies for a "for profit" organization.	



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5. The Town of Lake Cowichan may also grant a fifty per cent (50%) reduction in rental fees for groups that will be fundraising for a charitable or not-for-profit event as long as all established guidelines for a grant-in-aid request are met.
6. All grant-in-aid applications must be submitted to the Town of Lake Cowichan on or before March 1st in order to be considered by the Town of Lake Cowichan for funding in the current year.
7. Grant-in-aid applications received after March 1st will not be considered for funding in the current year. If the applicant wishes, such applications for a grant-in- aid will be considered for the following year.
8. The Finance and Administration Committee will consider all applications for funding received on or before March 1st and make recommendations to the Town Council on or before April 15th prior to adoption of the Annual Budget.



TOWN OF LAKE COWICHAN
GRANT – IN – AID APPLICATION

ORGANIZATION			
NAME OF ORGANIZATION: Cowichan Lake and River Stewardship Society (CLRSS)		NAME OF CONTACT PERSON: Judy Brayden	
CHARITABLE ORGANIZATION NUMBER:		NON-PROFIT ENTITY: YES NO	
ADDRESS: PO Box 907			
CITY: Lake Cowichan	POSTAL CODE: V0R 2G0	PHONE: 250 701-0570	FAX:

EVENT/PROJECT		
DESCRIPTION OF THE EVENT / PROJECT: Witnessing the Water coffee table book		
Is the Event/Project already provided in the Community by another organization?	YES	NO
Will the Event/Project proceed without this Grant-in-aid?	YES	NO
Who will benefit from the Event / Project?: The entire regional communities of Areas F and I and the Town of Lake Cowichan already benefit from the environmental work of the CLRSS. This grant will help maintain that work (see attached letter: work of the society). The grant will support start-up costs for the production of an ongoing fundraiser: a coffee table book entitled, Witnessing the Water - a 56 page, full-colour, softback, book that will introduce readers to 12 special public access points on the Cowichan River between Lake Cowichan and Cowichan Bay. Each location will be identified for the reader with the distance in km downriver it is from the Lake's weir and how many hours on average the water takes to travel from the weir to this location. Each of the 12 locations will be highlighted with local anecdotes and imagery that will enable current river and lake users, plus tourists who learn about our valley, from a "whole watershed" perspective.		
Total Cost of the Event / Project:	\$6,000	
Will you receive other sources of funding?	YES	NO:
If YES, list all other sources of funding and amounts (provide on separate page) None have yet to be confirmed		
Indicate the volunteer labour and/or in-kind donations to be contributed to the Event / Project: \$2,500 (100 hours at \$25 per volunteer hour)		
List any in-kind or cash contributions provided by the Town of Lake Cowichan for the last year: \$0		
Is funding request for new event?:	YES	NO:
If NO, list previous years' grant-in-aid contributions made by the Town of Lake Cowichan		
Year _____	\$	Amount
Year _____	\$	Amount

(use separate page for funding sources and other details, if required)

Grant in Aid applied for:

\$500. _____

Note: All applications must be received by the Town of Lake Cowichan on or before March 1st of each year to be considered in the current year. Please attach documentation as required by the Town of Lake Cowichan policy, and any additional documentation supporting your Event/Project.

Date Received: _____

Approved: YES NO