



COUNCIL REPORT WITH DECISION POINTS
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
For the June 11, 2019 Council Meeting

DATE: May 23, 2019
TO: Mayor and Council
FROM: Jim Zaffino, Chief Administrative Officer
RE: Neighbourhood Association Grant Program

EXECUTIVE SUMMARY:

263(1) (c) of the Local Government Act allows local governments to provide assistance for the purpose of benefitting the community. The City of West Kelowna maintains an annual program to award community grant funding to eligible non-profit societies operating within the Municipality.

A grant in aid is the transfer of funds from a city to an organization for the purpose of funding a specific project or program.

The objective of this report is to add a new component to the Grant in Aid policy to include encouraging neighbourhood associations to host an event. The events objective is to build strong neighbourhoods, and ultimately a stronger community.

BACKGROUND:

The last revision of the Grant in Aid policy was on May 10, 2011. The purpose of the policy is to recognize the valued contributions that are being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate grant funding demonstrates Council's commitment to work with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding to these groups.

The policy establishes eligibility requirements and identifies the types of funding available, application and monitoring requirements

This report looks at revising the grant in aid policy. This recommendation will look at adding an emphasis on neighbourhoods and their associations and what they can do to enhance the community. The well being and success of the residents that comprise a neighbourhood will add to the health and prosperity of the broader community.

For the purpose of this report neighbourhoods are defined as geographically localised communities, within the greater community, which combined forms the City. These neighbourhoods are a set of social networks who work together for the betterment of their specific area. The City of West Kelowna has numerous associations, which represent the neighbourhoods within the City of West Kelowna. The initial intent of this report is to determine if Council wishes to help fund these associations that wish to hold neighbourhood association events.

Attached to this report are current Council Policies that reference Neighbourhood Associations and grants.

Decision Point I

Does Council wish to add to the grant in aid policy that neighbourhood associations will be eligible to receive grant in aid to host events?

1.1a: Is Council in favour of adding a neighbourhood association component to the grant in aid policy, with the intent that the grant will fund an activity such as Christmas Light up, Easter egg gathering, or a community festival. **This option would not have any conditions attached? (Recommended)**

If decision point **1.1a** is chosen, the intent would be put aside \$5,000 in a neighbourhood association cash grant in aid reserve? This reserve would be topped off each year, with any fund drawn from the reserve replaced the following year. This fund may be drawn from once an association applies for the grant and has been authorized. A maximum of \$500 would be made available for each event. The amount would be calculated by using a per capita formula with a minimum of \$100 and a maximum of \$500 per event. With this option, the neighbourhood association would receive the funds and the only condition would be that the event takes place.

1.1b Is Council in favour of adding a neighbourhood association component to the grant in aid policy, with the intent that the grant will fund an activity such as Christmas Light up, Easter egg gathering, or a neighbourhood festival, but will require the association to help host a City event, or commit that the association will encourage its members to attend a City sponsored event? **This option has conditions attached**

If decision point **1.1b** is chosen, the intent would be put aside \$5,000 in a neighbourhood association cash grant in aid reserve? This reserve would be topped off each year, with any fund drawn from the reserve replaced the following year. This fund may be drawn from once an association applies for the grant and has been authorized. A maximum of \$500 would be made available for each event. The amount would be calculated by using a per capita formula with a minimum of \$100 and a maximum of \$500 per event established. With this option the neighbourhood association would be required to commit to either hosting a City sponsored event or commit to encouraging their members to attend an event, such as the yearly public budget session.

1.1c Is Council not in favour of adding a neighbourhood association component to the grant in aid policy? If no, further action is not required.

Decision Point 2

If Council chose decision point 1.1a or 1.1b Council has the following decision points:

2.1a Does Council wish to set up a reserve with a maximum of \$5,000 and be topped off each year to replace the funds drawn from the previous year.

By establishing a reserve, the associations would not have to apply for the grant by October 31th of each year. The reserve would allow for applications to be considered throughout the year and drawn from as they are approved.

2.1b Does Council wish to fund the request directly from taxes and require the associations to have the same October 31th deadline?

This option would not require a reserve to be set up, however, the associations would have to apply for the grant before October 31th of each year so that Council would consider the application during budget deliberations.

And

2.2a Is Council in favour of using the per capita formula to distribute the funds with a \$500 maximum and a \$100 minimum? **(Recommended)**.

If yes the amount would be based on the 2016 census which had our population set at 32,655. The per capita amount would be set at .15 per person. If this formula is used, the request that the Glenrosa association made (requested \$2,000) would result in an eligible grant amount of \$500.

2.2b Does Council wish to use a different formula?

AND

If Council is in favour of placing conditions on the grant, and voted on decision 1.1b. In addition to requiring the association to host or encourage attendance at a City sponsored event, does Council wish:

2.3a Is Council in favour of requiring the association to match funds for the grants? **(Recommended)**

2.3b Is Council in favour of not requiring the association to match funds for the activity grants?

Decision Point 3

A form will have to be filled out to apply for the event, to qualify, for the grant the applicant can only apply once per year, must be a neighbourhood association that is registered as a non-profit organization, the events must be free, family oriented, INCLUSIVE TO ALL OF THE CITY RESIDENTS, neighbourhood association(s) driven and neighbourhood association(s) based

The application will be reviewed and judged on the applicant's intent of the activity. Community wide events that bring the community together on special occasions will be given priority. Non-supported events will be classified as:

1. Does not include ALL the Community.
2. Cannot be used as a fundraiser
3. It cannot be a political or religious activity.
4. No sale or consumption of drugs or alcohol is allowed.
5. The event cannot violate any of West Kelowna bylaws.
6. It cannot be a private or closed function.
7. It cannot be hosted by a for-profit business or group.

The Current deadline for applying for a grant in aid is October 31 of each year. If there is a reserve set up for these requests, it is recommended that there is no deadline rather, the associations may apply any time during the year. Once the application is received, staff will review it to determine if the event qualifies. The policy should include who has the authority to recommend the grant.

3.1a Does Council agree with not having a specific deadline for applying for a neighbourhood association grant in aid? (**Recommended**)

3.1b Does Council wish to have the same deadline as the other grant in aids?

And

3.2a Does Council wish to make the decision on the application? (**Recommended**)

3.2b If the application meets all the requirements, does Council wish to allow staff to make the decision?

And

3.3a Does Council wish to restrict the qualified application to only registered non-profit neighbourhood associations? (**Recommended**)

3.3b No restrictions on who would qualify, but should be sponsored by a non-profit society.

And

3.4a Does Council agree with the requirements that would qualify and those that would disqualify the request as an eligible activity? **(Recommended)**

Non-supported events will be classified as:

1. Does not include ALL the Community.
2. Cannot be used as a fundraiser
3. It cannot be a political or religious activity.
4. No sale or consumption of drugs or alcohol is allowed.
5. The event cannot violate any of West Kelowna bylaws.
6. It cannot be a private or closed function.
7. It cannot be hosted by a for-profit business or group.

3.4b Does Council wish to change what qualifies and disqualifies an event?

And

3.5a Does Council agree that each association can apply only once per year? **(Recommended).**

3.5b Does Council wish to allow each association to apply more than once per year?

Decision Point 4

There are times that a qualified event that receives a cash grant may be held in a City facility. The neighbourhood association may ask that the facility be provided free of charge. This would result in an added benefit which is subsidized by the City. Staff is recommending that if a neighbourhood cash grant is received, no further grant, such as free rental is provided.

4.1a Does Council support the concept that if a cash grant is approved no further benefit is provided for the approved function? **(Recommended)**

4.1b Does Council wish to support providing a cash grant and allowing for other benefits such as free municipal facilities?

FINANCIAL IMPLICATIONS:

If Council authorizes the recommended neighbourhood association cash grant in aid reserve, it will have a maximum balance of \$5,000. Every year the reserve will be topped up by whatever amount is awarded the previous year. If Council does not set up a reserve, Council will deliberate on the requests at budget time and the amount agreed upon funded directly from taxes.

Respectfully submitted,



Jim Zaffino
Chief Administrative Officer

Attachments: Residents' Associations Council Policy
Requests for Financial Support Council Policy
Grants In Aid Council Policy

Powerpoint: ☒ Yes ☐ No



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 3

Approval Date: 2011-FEB-15

SECTION: ADMINISTRATION SUBJECT: RESIDENTS' ASSOCIATIONS

Policy Statement:

The District of West Kelowna (DWK) acknowledges the significant value of residents' (neighborhood, community, etc.) associations to the well-being of the community and seeks to encourage a relationship of cooperation and regular communication with these groups. Essential to this goal is the development and maintenance of a partnership between the associations and the DWK based on trust and mutual respect and one that values the roles that each party plays in the quality of life for all of the residents of the District of West Kelowna.

Purpose:

The Residents' Associations (RA's) Policy is intended to support the role played by residents' associations as advocates for their neighborhoods and champions of local causes as well as valuable partners of the District in enhancing communications, fostering co-operation, and establishing two-way dialogue between the DWK and the various community groups that represent neighborhood views.

The Role of the District:

1. Meeting Space – Upon request, and wherever possible, the DWK will assist associations with the provision of meeting space (for both regular and annual general meetings) in District facilities at nominal or no cost.
2. Information Flow – The DWK will promote the flow of open communication and provide information to the RA'S subject to any restrictions of privacy/confidentiality legislation.
3. Consultation – The DWK will strive to involve the associations in consultation for major issues relevant to their neighborhoods or to the community at large. The DWK will focus on doing so early on in the decision-making process particularly on issues that directly impacts a specific neighborhood.
4. Notification – The DWK will provide all associations with a schedule of regular Council meetings and access to agendas. The DWK will advise all associations in a timely fashion of upcoming open meetings concerning neighborhood issues. The District will also notify all associations whenever possible of major operational activities, which will have neighborhood impacts.

5. Access to DWK Staff – Without restricting the current access RA's have to DWK staff, the DWK will make staff available whenever possible and requested to attend association meetings as well as to assist in the provision of relevant information in support of an association's initiatives. Requests for DWK staff support are to be directed to the Corporate Services Department.
6. Access to Council – The DWK will provide opportunities for representatives of Residents' Associations to meet directly with Council, at least annually, to provide updates on association activities and to discuss issues of mutual interest or concern. As well, associations may appear on other occasions as a delegation to Council through the established "Delegation Request" procedure available to all citizens' and groups.
7. Financial Support – The DWK will consider financial support of associations as part of the annual "grant-in-aid" budget deliberations. Associations seeking financial support must qualify under the DWK "Grant-in-Aid Policy" and must submit an application in the manner provided for in that policy.
8. Acknowledgement – The DWK will take advantage of opportunities to provide official public recognition for the contribution of the members of a Residents' Association to their community.

The Role of the Residents' Associations:

In order to have a consistent structure; the DWK encourages Residents' Associations to work within the following guidelines:

1. Mandate – To work towards improving the quality of life in their neighborhood and the community as a whole by enhancing communication between the DWK and its residents and maintaining an advocacy role for its members.
2. Membership – Open to any person residing in or owning residential property within the boundaries of the association and representative of the diverse segments of its neighborhood's populace and subject to the association's bylaws.
3. Boundaries – Establish clearly delineated boundaries, which may overlap with the boundaries of other associations.
4. Bylaws – A Residents' Association is to be registered under the Society Act and guided by a written mandate and bylaws. It is recommended they address the following items:-
 - A membership registration process
 - A general meeting process and notification
 - An election process for Directors and Officers
 - A requirement of majority vote by quorum
 - A requirement to keep records
5. Directors and Officers – Elect Directors and Officers at an Annual General Meeting.
6. Location of Meetings – Hold Annual General Meetings in a public place.
7. Notify DWK of General Meetings – Notify the DWK of time, date and place of **all** general meetings, and agenda if possible.
8. Liaison with DWK – RA'S will provide the Corporate Services Department of the DWK with the current contact information for designated contacts and officers of the association. Unless otherwise notified, the President of the RA will be the representative/contact of the RA.

9. Communication with Council – Make submissions to Council via a liaison person designated by the RA, invite members of Council to association meetings and forward copies of association newsletters, bulletins, etc. to Council.

Previous Revision/s: (if applicable)



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

Approval Date: 2011-May-10

SECTION: FINANCIAL SERVICES SUBJECT: REQUESTS FOR FINANCIAL SUPPORT
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Policy Statement:

The District of West Kelowna recognizes that valued contributions are being provided to the community-at-large through the volunteer efforts of local organizations, individuals and agencies. Consideration of "one-off" financial assistance requests (both cash and in-kind) demonstrates Council's commitment to working with these groups wherever and whenever possible to support their efforts.

Purpose:

Recognizing that Council has a policy to encourage applications for funding through the grant-in-aid process and that Council has a limited way of allocating discretionary funds, this policy is intended to establish a consistent and considered process for dealing with applications for financial support outside of the "Grant-in-Aid" policy and process. Through this policy, Council also authorizes staff to deal with "in-kind" only requests up to \$1,500 in value and provide Council with an annual report of these requests and their disposition.

Policy Procedure:

Requests for financial support that fall outside the parameters of Council's "Grant-in-Aid" policy, are to be submitted to Council for consideration through the Manager of Finance and are to be accompanied by adequate supporting information including but not limited to the following items:

- Name, address, contact information for the organization requesting funding,
- A full description of the intended use of the requested financial support,
- Full details of the date, time, place and scope of the event/activity as well as the number of participants and others who may benefit from the event,
- Complete disclosure of the budgeted revenues and expenses for the event,
- Disclosure of any and all other applications for financial support to other agencies, organizations, etc.

Review Process:

The Manager of Finance will review all incoming applications for completeness and follow-up with applicants, if necessary, to obtain all required information. Once complete, applications for "cash" support as well as "in-kind" requests greater than \$1,500 will come forward for Council's consideration as part of a regular or committee-of-the-whole meeting agenda. Given that Council has limited discretionary funds and that proper consideration of requests for financial support is the goal of

this policy, a waiting period for thorough consideration of requests under this policy is established to run from the time of presentation to Council to the beginning of the subsequent Council meeting.

Applications for "in-kind" support up to \$1,500 will be referred to the appropriate DWK department for consideration and must have the endorsement of the CFO or designate prior to approval.

Notification and Payment:

Applicants will be notified in writing of the results of Council's deliberation together with any applicable terms, conditions and/or restrictions. Payment of any cash support awarded will accompany the letter of notification.

Previous Revision/s: None



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 4
Approval Date: 2016-SEP-20

DEPARTMENT:	Finance
SUBJECT:	GRANTS IN AID

Purpose Statement:

The City of West Kelowna recognizes that valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding to these groups.

POLICY

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements.

Program Intent

Every year the municipality receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the Municipal Grants Program is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations.

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for all municipal Grants in Aid including: Community Project grants, Corporate grants, In-Kind Contribution grants, Special Events grants and Community Events grants.

Council will through its annual budget process, determine the amount of funding to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

Types of Grants

The different types of grants awarded under the Grant Program are as identified:

“Community Project” grants are defined as one-time assistance either as seed funding for the start up of an organization/project, or funds for a short-term undertaking with a start-up and completion date.

“Corporate” grants are defined as operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses.

“In-Kind Contributions” grants are based on the provision of municipal property/facilities, material or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to “In-Kind” grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include the estimated value of the application under consideration.

“Special Events” are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and may involve the participation of more than one organization.

“Community Events” is defined as a recurring event that Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

Funding Eligibility

An applicant organization must meet the following general criteria in order to be considered for a City of West Kelowna grant:

1. Grants are awarded by the type of project, not the type of organization/agency.
2. There can only be one application per organization/project.
3. Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The City of West Kelowna grant should not be considered as the primary source of funding for the organization.
4. Funding request can be defined as events/projects/programs that support sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, and environment, heritage, recreation and/or health activities.
5. Request for financial assistance for events which are of municipal significance which would be expected to bring economic and/or public relations benefit to the City.
6. Each application must demonstrate there is a need for financial assistance and that adequate funding for other sources is not available.
7. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - a. Accessibility;
 - b. Effectiveness; and
 - c. Accountability through sound management and financial practices
8. The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.
9. Individuals are not eligible.

Programs/Activities/Events MUST NOT:

1. offer direct financial assistance to individuals or families;
2. duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need.
3. be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

Application:

All grant applications shall be directed to the Revenue Manager on or before October 31st of each year to ensure they are incorporated in the annual budget.

Only one grant request per organization per year will be considered.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. the service the organization provides to the community;
2. the amount of the financial assistance required;
3. the benefits in the community to result from the grant;
4. a detailed proposed budget for the current year, detailing expenditures, and revenues, including a list of all other grants and or donations;
5. the financial statements from the immediately preceding fiscal year.

Application Review Process

Late or incomplete applications for any grants will not be forwarded for consideration.

Complete applications for "Community Project" grants, "Corporate" grants, and "Community Event" grants (as defined by this policy) which are received by the October 31st application deadline will be forwarded to the Council during budget deliberation meetings for review and consideration.

In considering grant applications, Council will evaluate applications in terms of the general and financial criteria and principles outlined in the Municipal Grants Program Policy and interview any group during the yearly budget deliberations with final recommendations based on the total grant allocation and approval on individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Recognizing that unique and beneficial special events may arise from time to time outside the time lines noted in the City of West Kelowna's Grants in Aid Policy, applications for "Special Events" grants received after the grant deadline will be dealt with under Council's "Requests for Financial Support" policy.

Grant applications determined to be ineligible for funding shall be notified, in writing, of Council's decision.

Applicants are advised that the In-Kind non-financial grants may not be continued from year to year as renewals are not automatic.

The grant application deadline shall be advertised in the local newspapers.

Payment

The term of a grant shall be for one year only.

Applicants are advised that grants may not be continued from year to year.

Renewals are not automatic nor are any increases in funds.

Grant recipients will be notified in writing of the grant amount approved following Council approval of the municipality's annual budget.

Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant.

Unsuccessful grant applicants will also be advised in writing of Council's decision.

Included in Council's budget deliberations are requests from various City of West Kelowna organizations that request financial assistance. These groups vary in interests and provide a valuable service to the City of West Kelowna. With Council's approval Grants in Aid are given to these groups on an annual basis. A policy exists for these Grants in Aid requests.

In addition to the annual requests considered by Council as part of the annual budget process other requests are made by various other groups throughout the year. These requests vary depending on the group requesting assistance and the amount also varies. Many of these requests are also of benefit to the community.

Previous Revision/s: Grants-In-Aid Policy Adopted 2008-FEB-19 Grants-In-Aid Policy Adopted 2009-MAY-26 Grants-In-Aid Policy Adopted 2011-MAY-10



DISTRICT OF WEST KELOWNA GRANTS IN AID APPLICATION FORM

SUBMIT TO: District of West Kelowna
2760 Cameron Road
West Kelowna, BC V1Z 2T6

SUBMISSION DEADLINE: October 31st

GUIDELINES

All applications for a District of West Kelowna grant must adhere to the following guidelines:

Program/Activities/Events MUST demonstrate the following:

- strengthen and enhance the well-being of our community;
- be of benefit to the District of West Kelowna and its residents;
- promote volunteering;
- address community needs;
- promote cultural, recreational and/or social understanding;

Programs/Activities/Events MUST NOT:

- offer direct financial assistance to individuals or families;
- duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need.
- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.

Preference may be given to applications that:

- improve the community's ability to identify needs and to implement self-help programs;
- partner with other service providers in the community;
- request seed money in order to launch a program/activity/event, rather than requesting ongoing financial support.
- be well publicized in the community;
- be sponsored by a local not-for-profit organization.

The successful receipt of a Grant in Aid does not automatically guarantee funding in subsequent years. Grants are intended to indicate the District's support and encouragement of venture, and should not be expected to substantially fund any undertaking.

In accepting a grant, the organization agrees to provide the District, within 90 days of completion of the activity/event/program, with an accounting of how funds were used. And further, the District should be acknowledged as a sponsor of the organization's programs, activities or events in all published materials and advertising.

A budget and financial statement must accompany this Application. Individuals are not eligible for any funding from the District.

Please complete all the blank spaces and give as much detail as possible. This will assist Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in this application, please include an attachment page(s). If you have questions, please contact the District office at (778) 797-8855.

Name of Organization:

Purpose or Function of Organization:

Street Address, Including Postal Code and email address:

Mailing Address if Different from the Above:

Amount of Grant Requested: _____

Brief Description of the Proposed Use of the Grant:

Organization Chair's Name or Person Responsible:

Telephone (work) _____ **Home** _____

Address, including Postal Code:

Email address: _____

Financial Officer's Name:

Telephone (work) _____ **Home** _____

Address, including Postal Code:

Email address: _____

Please provide proof of registration as a Society or a letter of support from an Umbrella Organization or a related Organization or from other Supporting Agencies or Group; and charitable organization status, if applicable.

Support from other Funding Organizations:

Please note, most activities and events may include residents from outside the District boundaries and your organization is expected to make applications to the Regional District governing your area or a municipal or First Nation Band or Tribal Council from where your organization expects most participation or where most of your members reside.

District of West Kelowna Council expects you to provide letters in support of your application to the foregoing funding agencies. Please include this information in Appendix A, Question #5.

I confirm that the information included in this application is true and correct to the best of my knowledge.

Signature

Print Name

APPENDIX A

GRANTS IN AID APPLICATION FORM

1. Is your application for a grant (please tick one, (see policy for definitions)

- * Community Project _____
- * A Corporate Grant _____
- * In-Kind Contribution _____
- * Special Events _____
- * Community Events _____
- * Transfer of funds to another organization _____
- * Other _____

2. Please describe the purpose for which a grant is being requested:

3. How does your proposed program/activity/event promote cultural, recreational, social, sports, children, family and other services understanding in the Community? How does this benefit the citizens of the District of West Kelowna?

4. A budget for the program/activity/event is attached to this application: Yes _____
No. _____: If no, explain why.

5. List other agencies/organizations whose support has been requested for this project

Name	Amount Requested	Status of Request

6. Is this your first grant application to the District of West Kelowna: Yes/No

If No, please list all grants received in the past four years from the District.

Year:	Amount

7. If your organization/agency received a grant last year, what specific benefit(s) to your organization/agency and to the Community did the grant accomplish?

8. If your agency is applying for a matching grant from another governments or organizations or from other sources, is the grant from those contingent upon receipt of the District grant?

Yes_____No._____

9. Does your organization receive any form of subsidy from the District? If so, how much? And for how long?

Amount of estimated Subsidy \$_____ length of time_____

- [illegible]

17. Report the number of volunteers presently in your organization_____

18. Estimate the number of volunteer unpaid hours worked in the past year:

19. Any other information you may want to add in support of your application?

20. Please indicate when you wish to receive the grant and what time frame are you expecting the grant to be finalized for your project/event/activities/program to succeed.

21. Please note: It generally takes Council 90 days to finalize the grant application from the date of receipt.

PLEASE ENSURE ALL THE INFORMATION IS COMPLETE AND THE COMPLETED FORM AND SUPPORTING DOCUMENTATION IS RECEIVED AT THE DISTRICT'S FINANCIAL SERVICES DEPARTMENT, NO LATER THAN OCTOBER 31st.
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