



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. WVPRC-003

White Valley Parks, Recreation and Culture Community Grant	
Approval Date:	December 9, 2009
Amendment Date(s):	October 7, 2015 January 20, 2016

PURPOSE

White Valley Parks, Recreation and Culture provides financial grants to offset facility rental fees for community groups for two purposes:

1. to support local, not-for-profit community organizations that are operating community events that are organized primarily for the benefit and enjoyment of local residents and are accessible to the public with free or low cost activities, and are located within White Valley Parks, Recreation and Culture facilities;
2. to support local, not-for-profit community organizations that provide a benefit to the community, through grants to offset facility fees associated with use of the White Valley Community Centre Meeting Room for the organization's administrative meetings.

POLICY

General Guidelines

1. Funding will be provided only within the limits of the budgeted amounts approved by the Board of Directors of the Regional District of North Okanagan (Regional District).
2. Applicants must be registered, not-for-profit organizations (or charities), in good-standing, and must be based in the White Valley service delivery area.
3. The Regional District will only provide funding to offset the use of facility rental fees of parks or facilities under the responsibility of the Regional District.
4. Grant applications will not be accepted from any group or organization that has outstanding obligations to the Regional District, or any of its partner municipalities, financial or otherwise.
5. Grant funding may be limited where an organization or event generates a surplus.

6. The following types of events are NOT eligible:
- Fundraising events
 - Conferences, seminars & symposiums
 - Private events
 - Tradeshows / consumer shows
 - Marketing initiatives
 - Training, clinics, programs
 - Banquets
 - Political events
 - Sport tournaments / meets
7. Retroactive funding will not be considered. Retroactive funding is defined as funding of an event/meeting after it has commenced or is completed.
8. Applicants will be advised of the result of their application, including the amount and any conditions of approved funds, within four months of the application deadline.

Application Guidelines

Standing Applications

The following community organizations are considered to have an annual standing application, in the amount of the facility rental costs associated with the listed events and facilities, and are not required to submit a grant application for these events:

Organization	Event	Facility/Facilities
Charles Bloom Secondary	Graduation Ceremonies	Lumby Curling Club
Lumby Lions Club	Santa's Anonymous Toy Run	Royals Ball Park and ancillary areas
Lumby Lions Club	Easter Egg Hunt	Oval Park
Lumby Days Society	Lumby Days Festival	White Valley Community Ctr (all)
		Pat Duke Arena
		Lumby Curling Club
		Oval Park
		Tennis Courts

White Valley Community Resource Centre	Elves Shelves	White Valley Community Ctr (all)
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The above standing applications are not guaranteed to receive a grant, but only pre-qualified and exempt from having to make an application.

Application Deadlines

All applicants, other than those listed as a Standing Application, must submit a complete application by the deadline for their event or organization meetings, being:

September 30th of the previous year for events or meetings falling between January 1st and December 31st.

April 30th of the same year for events or meetings falling between June 30th and December 31st.

For clarity, there are two application deadlines for events/meetings that will take place between May 30th and December 31st, however funding will be allocated on a first-come, first-serve basis assuming all other considerations are equal. This means that funding *may be* fully allocated by the April 30th deadline.

Application Requirements

- a) The application must demonstrate that the project will benefit the overall White Valley community and its residents, and will provide support for recreation and/or cultural activities at the local community level.
- b) The Regional District may choose to provide an application form to facilitate the application process but, at minimum, an application must contain:

Event Applications

- Official organization(s) name(s) (as registered).
- Identification of primary applicant, in the case of a joint application, where the Primary Applicant is defined as that organization who will be responsible for finances and accountability.
- A brief description of the event.
- A description of the target market/audience for the event.
- A description of the benefit that the event will provide to the community.
- Budget for the event, including all revenue sources.
- Written endorsement of the application by the governing body, or copy of the applicant organization's Board motion endorsing the application must

be available upon request.

- Relevant background information (if applicable).

Meeting Space Applications

- Official organization(s) name(s) (as registered).
 - Identification of primary applicant, in the case of a joint application, where the Primary Applicant is defined as that organization who will be responsible for finances and accountability.
 - A brief description of the organization.
 - A description of the target market/audience for the service provided by the organization.
 - A description of the benefit that the organization provides to the community.
 - Written endorsement of the application by the governing body, or copy of applicant organization's Board motion endorsing the application must be available upon request.
 - Relevant background information (if applicable).
- c) Applications that are not complying with this policy will be deemed to be incomplete and will not be forwarded for consideration.

PROCEDURES

Application Process

- The Regional District will advertise the White Valley Parks, Recreation and Culture Community Grant program through newspaper and website, each August.
- Grant information, including guidelines and application requirements, will be posted and available on the Regional District webpage.

Grant Award Process

- Grants to offset facility rental fees will generally be distributed by a credit applied against the rental fee. Cash grants will only occur where the organization has pre-paid the rental fee.