



REGIONAL DISTRICT OF BULKLEY-NECHAKO
GRANT IN AID POLICY
Adopted: March 2026

PURPOSE

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

AUTHORITY

Local Government Act Sec. 263(1)(c): The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

Local Government Act Sec. 380(2)(g): A grant may be charged to the electoral area benefiting from the assistance.

APPLICATION

This policy shall apply to all Grant in Aid requests being considered for funding from a Grant in Aid budget.

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board.
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
 - a) Purpose for which the funding is required.
 - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).

- c) Benefits to the community as a whole.
 - d) Amount of grant requested.
 - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
 - f) Whether or not previous grant reporting has been received (if applicable).
 - g) Whether or not there is an opportunity for individuals to make direct contributions.
 - h) The amount of available funding so as to ensure support for a wide range of projects in the area. Applications may be competitively adjudicated to ensure funds can support as many groups as possible.
3. If a grant in aid is approved the following will apply:
- a) A cheque or Electronic Funds Transfer will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director. If the application is for partial funding of a large project, approved funds will be issued upon satisfactory confirmation that the remainder of the funding is in place.
 - b) Recipients must acknowledge the RD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an RD event, nor may the society / organization hold itself out as an agent of the RD in anyway.
Approval to use the RDBN logo can be requested for the purpose of recognition.
 - c) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
Failure to submit a report will impact consideration of future applications.
4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:
- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
 - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
5. Applications for Assistance under Section 263(1)(c) of the Local Government Act will NOT be approved for:
- a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the Local Government Act:
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking;
 - c) Annual operational expenses of an organization (e.g. insurance, utilities, regular programming);
 - d) Remuneration (e.g. wages, salaries, other fees);
 - e) No grants shall be approved for individuals or privately owned businesses.