Regional District of Bulkley-Nechako
Recreation Contribution Grant Program Guide

APPLICATIONS MUST BE MADE ON THE FORM PROVIDED

SUBMIT APPLICATIONS TO:

Regional District of Bulkley-Nechako
PO Box 820, Burns Lake, B.C. V0J 1E0 **or via email to: planning@rdbn.bc.ca**

NOTE TO APPLICANTS:

- Recreation Contribution Grant Program applications will only be accepted in response to an RDBN call for applications. The call for applications will be posted in the local newspaper, through social media, and on the RDBN's website and will contain supplemental information relating to application guidelines, eligibility requirements, and application deadlines.
- Please use this guide when making an application and be advised that the Regional District of Bulkley-Nechako reserves the right to vary from the policy from time to time as it deems appropriate.
- Please review the attached Funded Organization Accountability Expectations Policy before applying. Please note that the annual grant reporting requirements may include financial statements prepared by a Certified Professional Accountant.
- The grant recipient requires a minimum $2,000,000 Commercial General Liability Insurance for the duration of the agreement.
- **NEW for 2027 intake.** The Regional District will only issue grant payments by Electronic Funds Transfer.
- Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance with an application, please contact the Planning Department of the Regional District of Bulkley-Nechako at the above address, by email: planning@rdbn.bc.ca or: phone: (250) 692-3195 or toll free at 1-800-320-3339.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
RECREATION CONTRIBUTION GRANT PROGRAM POLICY

PURPOSE

To provide funding to support the operations of registered non-profit societies that are providing recreation opportunity for residents in one or more of the following service areas:

a. Electoral Area A and the Town of Smithers;
b. Electoral Area B, Electoral Area E, and the Village of Burns Lake;
c. Electoral Area C and the District of Fort St. James;
d. Electoral Area G, the District of Houston, and the Village of Granisle.

The intent is to provide multi year funding for operational expenses to provide societies with the increased financial certainty necessary for longer term planning for the provision of recreation opportunity to the community. Multi year funding also increases the efficiency of the RDBN's administrative process.

POLICY APPLICATION

This policy shall apply to all applications for funding raised pursuant to the following bylaws:

a. Electoral Area A Recreation Contribution Service Establishment Bylaw No. 1976, 2022;
b. Electoral Areas B and E Recreation Contribution Service Establishment Bylaw No. 1977, 2022;
c. Electoral Area C Recreation Contribution Service Establishment Bylaw No. 1978, 2022;
d. Electoral Area G Recreation Contribution Service Establishment Bylaw No. 1979, 2022.

FUNDING CRITERIA / ELIGIBILITY REQUIREMENTS

To qualify for funding through the Recreation Contribution Grant Program the applicant must be a registered non-profit society in good standing under the *BC Societies Act*, and the recreation activity must be available to residents of the applicable service area.

When considering applications for funding through the Recreation Contribution Grant the following factors may be considered:

a. The level of public participation and ease of public access to the recreation activity.
b. The amount of annual trail maintenance, grooming, or track setting.
c. The community need for the recreation activity.
d. The recreation activity is the responsibility of another level of government.
e. The positive impact on the well-being of the community.
f. Joint applications from organizations cooperating on a project, such as hiring a contractor to maintain trails.
g. The society's record of community service and good financial and administrative management.
h. The society's financial need.

GRANT ALLOCATION PROCEDURE

Funding availability will be reviewed each year by the Recreation Contribution Service Advisory Committee and the RDBN Board as part of the budgeting process for the applicable service areas. As funding agreements may be for multiple years, applications may not be accepted every year. When grant funding is available for allocation staff, in coordination with the applicable Recreation Contribution Service Advisory Committee, will advertise that applications are being accepted under the Recreation Contribution Grant Program. Applications must be made on the application form provided by staff.

Applications will be evaluated, and funding allocation decisions made in accordance with the following.

a. Call for Applications. The RDBN will advertise a call for applications under the Recreation Contribution Grant Program. This call for applications will include additional details such as application guidelines, eligibility requirements, funding availability and application deadlines. Unless otherwise stated funding is capped at an annual maximum of $15,000 per Society.
b. Application review by RDBN staff. Staff shall review applications for completeness, may request additional information from applicants, and may consult with municipal staff as necessary. The results of staff's review shall be summarized in a report to the Committee.
c. Application review by the Recreation Contribution Service Advisory Committee. The Committee will evaluate the applications in accordance with this policy and identify the applications selected for funding. The Committee may identify any recommended funding conditions for the Board's consideration.

d. RDBN Board funding allocation decisions. The RDBN Board will receive the recommendations of the Recreation Contribution Service Advisory Committee and make the funding allocation decisions at a Regular Board meeting. Funding is provided or denied entirely at the discretion of the RDBN Board.

e. Funding Agreement. Upon Board approval of funding under the Recreation Contribution Grant Program the Society must enter into a Funding Agreement to the satisfaction of RDBN staff prior to receiving any funds.

FUNDING AGREEMENTS

If funding under the Recreation Contribution Grant Program is approved, the Society must enter into a Funding Agreement with the RDBN. Staff shall determine the content of the funding agreements and enter funding agreements at their discretion in accordance with Board approval of funding. Funding agreements shall typically include the following:

a. the term of the Agreement (up to five [5] years);

b. the annual funding to be provided;

c. the use of the funds, and the return of unused or misused funds;

d. the annual reporting requirements;

e. indemnity, liability, and insurance requirements;

f. amendment and termination clause.

Regional District of Bulkley-Nechako
Policy #F-7
FUNDED ORGANIZATION EXPECTATION OF ACCOUNTABILITY POLICY
Approved: May 2024

BACKGROUND:

All organizations funded by the Regional District of Bulkley-Nechako are expected to maintain complete and accurate financial and administrative records. This includes organizations that receive funding from Grant-in-Aid, through Gas Tax Grants, or from local service budgets.

All organizations requesting grants must be incorporated by Canada or the Province of British Columbia and be in good standing (with both the Province of British Columbia and Canada Revenue Agency).

Local Governments (including indigenous governments) and school districts are exempt from this policy.

INTENT:

It is critical that public funds are spent for the purpose that they are provided and that full and transparent financial records are maintained.

POLICY:

1) **FUNDING OF A CONTINUOUS NATURE**

All organizations that receive ongoing yearly funding from the Regional District must provide annual proof of their corporate administrative filing and financial statements.

The financial statements that must be submitted must be prepared with the following requirements:

a. for organizations that receive $10,000 or less annually, the financial statements must be signed by the organization's treasurer; or

b. for organizations that receive greater than $10,000 and less than $75,000 annually from the RDBN, they must provide financial prepared by a Certified Professional Accountant (CPA). In addition, the CPA must verify monthly bank reconciliations; the beginning and ending year cash accounts for the organization with their banking institution, that proper accrual accounting of all prepaid expenses and liabilities was completed; and that all fund accounts listed are externally restricted only.

c. for organizations that receive greater than $75,000 and less than $250,000 annually from the RDBN, they must provide financial statements that have had a review engagement completed by a CPA; or

d. for organizations that receive greater than $250,000 per year from the RDBN, they must provide audited financial statements.

Usually, proof of corporate administrative filing is the annual ***Statement of Directors and Registered Office*** for a society incorporated in BC or a similar record if the organization is not a BC registered society.

Organizations that receive $10,000 annually or more will have their financial statements reviewed by the Board of Directors during a public meeting.

For clarity, this policy does not apply to an organization in the first year it receives, what could be considered, ongoing funding from the Regional District.

"Ongoing funding" by the Regional District includes all funds provided to an organization that are not specifically restricted to a capital project.

2) LARGE CAPITAL GRANTS

An organization that receives a capital grant of $50,000 or more must provide sufficient records to show that the project was completed and that the funds given were only spent on the project specified.

These records may include copies of building permits, engineering reports, photographs. financial statements, bank statements and invoices. Regional District staff may inspect the project for completion.

APPLICATION FORM
RECREATION CONTRIBUTION GRANT PROGRAM

Organization Legal Name: _____

Organization Mailing Address: _____

Contact Person 1

Name: _____

Phone: _____

Email _____

Contact Person 2

Name: _____

Phone: _____

Email: _____

Is your organization already signed up to receive funds from the RDBN via Electronic Funds Transfer (EFT)? Please note that cheques are no longer being issued. You can find the online EFT Agreement on our website here.

APPLICATION SUMMARY:

Please briefly describe the proposed use of the funds and the recreation activity supported by the requested grant funding. (attached additional pages if required)

Multi-Year funding request up to 4 years:

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Total Amount of Grant Funding Requested _____

APPLICANT PROFILE:

*Attach Annual Societies Act Filing

Describe the recreation activity that your organization provides to the community which will be supported by the requested funding.

Is your organization volunteer based and non-profit? ☐ YES ☐NO

Detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Comment on the number of members/volunteers in your organization, the annual volunteer hours required to support the recreation activity provided, and the number of years your organization has been providing the recreation opportunity to the community.

RECREATION ACTIVITY SUPPORTED:

Describe how receipt of the requested grant funding will result in improved recreation opportunities to residents.

Comment on the level of public participation in the recreation activity to be supported by the requested funding.

Does the general public, or other groups, benefit from the service you provide? (If yes please elaborate)

Describe the geographic area served by the recreation activity your organization provides.

Discuss the community need for the recreation activity to be supported by the requested funding and how the activity contributes to the well-being of the community.

Should we add additional financial statements ie. Balance Statement?

Should we add budget page for project clarity?

FUNDING AND FINANCIAL INFORMATION

Attach supporting financial information, i.e. budget/financial statement, to ensure the following information is clearly itemized:

a. Grants/funding from other sources.
b. Funding from fund raising activities.
c. Funding from membership fees and user fees.
d. Total expenses for the fiscal year, including operational expenses.
e. Any monies and/or benefits paid to members or officers.

Have you applied for operations grant/funding from other source(s). ☐YES ☐NO

If yes, complete the following chart.

Year	Name of Grant or Funding Agency	$ Amount Applied for	Status of Grant Application		
			Approved	Denied	Pending

Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District or a municipality in previous years? ☐YES ☐NO

If yes, complete the following chart.

Year:	$ Amount	Purpose for which assistance was used

Don't forget to attach the required financial statement.

Indicate which Recreation Contribution Service Area you are applying to for funding:

☐Electoral Area A and Town of Smithers Service Area

☐Electoral Area E, Electoral Area B and the Village of Burns Lake Service Area

☐Electoral Area C and District of Fort St James Service Area

☐Electoral Area G, District of Houston and Village of Granisle Service Area

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

*Please remember to attach the following documents:

- Annual Societies Act Filing
- Financial information, i.e., budget/financial statement

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

_____ _____

(Signature of authorized signatory) (Title)