



### **Purpose**

The purpose of this policy is to establish guidelines for awarding grants to community organizations within the District whose work benefits the local community. The awarding of all grants-in-aid is the prerogative of Council and/or the Grants Review Committee and should not be viewed as an entitlement by any group.

### **Policy**

1. Grants-in-aid are designed as grants to assist eligible groups and associations with:
  - general operating costs;
  - costs associated with the introduction of new programs, the procurement of equipment or the development of new facilities.
2. Any group that wishes to apply for a grant-in-aid must submit to the District of Wells Office:
  - a written justification of the need for the grant;
  - the latest financial statement of the organization;
  - the projected income and expense statements for the group or for the specific project on which grant monies would be expended;
  - a demonstration of the benefit to the community of the group's work;
  - a completed Application Form.
3. Accountability is a requirement of all grant recipients. Successful applicants will be expected to account fully for the expenditure of a grant and to make their financial records open and available to the public.
4. At the end of the grant period the recipient will be required to complete the Grant-In-Aid Recipient Follow-Up Report including a financial statement of the program/activity details.
5. Only one application per organization may be submitted in each funding year. In extenuating circumstances, more than one application per organization may be considered in a funding year.
6. Each year the District shall advertise the availability of grants-in-aid and the requirement for a formal grants-in-aid application for the coming year.

7. The application deadline will be established on an annual basis by the District of Wells.  
**No late applications will be considered.**
8. Funding may be revoked by the District of Wells should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
9. All past Grant-In-Aid Policies are hereby revoked.

PASSED by Resolution of the District of Wells Council this 18th day of November, 2014.

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Robin Sharpe, Mayor

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Katrina Leckovic, CAO