

TITLE:			
GRANTS-IN-AID			
Origin:	Finance		
Adopted:	Council - October 27, 2003	#2003.38.807	Ref: FN-005
Amended:	Council - August 9, 2010	#2010.27.428	Page: 1

1. Council will allocate a finite sum of money in the financial plan for grants-in-aid.
2. All requests for grant funding allocated during the financial plan process must be made in writing and received prior to January 31st of the year in which the grant is proposed to be used. Requests will be accepted at any time during the year, however; they will only be considered for the current year if unallocated grant funding is available.
3. A notice will be placed in the September issue of Town Talk and in the local newspaper advising of the January 31st deadline.
4. Requests shall be on the form provided and should be accompanied by an explanation of the project including:
 - (a) a description of what the project will accomplish
 - (b) a detailed budget of how the requested funds will be applied
 - (c) intended community benefit
 - (d) description of users and participants
 - (e) details of other sources of revenue such as fund raising by the applicants or grants from other government sources
 - (f) funding received from the Town in prior years.
5. The Finance Committee will review all grant requests prior to February 28th of each year and will forward their recommendation to Council. Requests will be assessed in relation to the strategic goals set out in the Town's Strategic Plan (Vision 2020).