

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

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- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30th for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy
