

DATE OF MEETING February 22, 2016

AUTHORED BY D. HISCOCK, MANAGER, REVENUE SERVICES

**SUBJECT NANAIMO VOLUNTEER & INFORMATION CENTRE SOCIETY
OTHER GRANT FUNDING REQUEST**

OVERVIEW

Purpose of Report

To obtain Council approval regarding the Other Grant funding request.

Recommendation

That Council award an Other Grant to the Nanaimo Volunteer & Information Centre Society (OG-01) in the amount of \$1,551.46 to cover the cost of the rental of Beban Park Auditorium on 2016-APR-14 for their 2016 Volunteer Appreciation Luncheon.

BACKGROUND

Typically this application would be reviewed by the Grants Advisory Committee and then brought forward to Council with the Committee's recommendation. Because the grant application is for an event to be held in April, and the Grants Advisory Committee meetings have been recessed until the Core Review has been completed, this grant application has been brought directly to Council for consideration.

The Nanaimo Volunteer & Information Centre Society is requesting an "in-kind" grant of \$1,551.46 for the rental of Beban Park Auditorium for the Society's 2016 Annual Volunteer Luncheon which is to be held on 2016-APR-14.

This has been an annual request from the Society which Council has supported for the past several years. The application was reviewed and meets the requirements for an "Other Grant" as set out in the Grants Policy and Guidelines, adopted by Council in August, 2011. Attachment B includes the relevant sections; please see page 4 of the Grants Policy and Guidelines.

OPTIONS

1. Approve the grant application.
2. Deny the grant application.

IMPLICATIONS

Budget

The 2016 budget for Other Grants is \$7,000 and the full balance is currently available.

Strategic Priorities

One of the Strategic Priorities in the 2012 – 2015 Strategic Plan's Community Building Partnerships includes supporting a strong non-profit "community benefit" sector in Nanaimo..

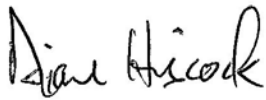
SUMMARY POINTS

- Volunteer Nanaimo is requesting an "in-kind" grant of \$1,551.46 to cover the cost of facility rental for their annual Volunteer Appreciation Luncheon.
- Council has supported this request in the past.

ATTACHMENTS

- Attachment A – Grant Application (OG-01)
- Attachment B – Grants Policy and Guidelines

Submitted by:



D. Hiscock
MANAGER, REVENUE SERVICES

Concurrence by:



V. Mema
DIRECTOR OF FINANCE

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Attachment A



Charitable Tax Number: 11905 0862 RR0001


16 January 2016

"Other Grants" Committee
City of Nanaimo
City Hall
455 Wallace Street
Nanaimo, B.C.
V9R 5J6

Dear Sirs:

Please find enclosed our Application for a Grant in the amount of \$ 1551.46 to cover the cost of rental for Beban Auditorium on April 14, 2016, which is the date of our 21st annual Volunteer Appreciation Luncheon.

We trust you find the enclosed to be in order, and will await your decision.

Sincerely,

Marjorie Driscoll,
Executive Director,
Volunteer Nanaimo

Unit E, 3148 Barons Rd, Nanaimo, BC V9T 4B5 Tel: 250.758.7121 Fax: 250.758.7106

CITY OF NANAIMO EVALUATION OTHER GRANTS

Name of Organization: **Nanaimo Volunteer & Information Centre Society**

Cash grant request in the amount of \$1,551.46 to cover the cost of the rental at Beban Park Auditorium on 2016-APR-14 for their 2016 Annual Volunteer Appreciation Luncheon.

Grant No. 2016 OG-01

Criteria:	Meets Criteria:		Statement of Purpose:	
	Yes	No		
➤ large number of volunteers			<u>Kind of Funding:</u> educational funding emergency funding capital grants on a matching basis up to a maximum of \$5,000 in-kind funding for facility rental	
➤ registered nonprofit society				
➤ sound financial and administrative management				
➤ financial need				
➤ accessible to a large portion of the community				
➤ must have a broad base of support				
➤ must be local in focus				
➤ must adhere to all City of Nanaimo's bylaws and policies				
Grant Awarded:	Yes	No	Amount Recommended:	\$

Discussion:

Notes:



CITY OF NANAIMO

APPLICATION FOR GRANT

OTHER GRANTS

Office Use

OG-01

ORGANIZATION:

Nanaimo Volunteer & Information Centre Society

DATE: 16th September 2015

ADDRESS: Unit E -3148 Barons Road,
Nanaimo, BC V9T 4B5

PRESIDENT: Christopher Boldt

SENIOR STAFF MEMBER: Marjorie Driscoll

TELEPHONE: 250.758.7121

POSITION: Executive Director

FAX: 250.758.7106

CONTACT: Rita Bulger, Administrator,

EMAIL: vn.admin@shaw.ca

TELEPHONE: 250.758.7121.

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:

See attached

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo South to Duncan, and North to Oceanside

NO. OF FULL TIME STAFF: None

NO. OF PART TIME STAFF: One (1)

NO. OF COMMUNITY VOLUNTEERS: 40,000

NO. OF VOLUNTEER HOURS PER YEAR: 750,000

NO. OF MEMBERS: 68

MEMBERSHIP FEE: \$60 per year

CLIENTS SERVED, LAST YEAR: approx. 15,000

CLIENTS SERVED, THIS YEAR (PROJECTED): approx 16,000

B.C. SOCIETY ACT REG. NO.: S15055

REVENUE CANADA CHARITABLE REG. NO.: 067.3295.59.28

CURRENT BUDGET :

INCOME: \$ 97,389.14

EXPENSES: \$ 62,532.92

NEXT YEAR PROJECTED:

\$ 65,000.00

INCOME:

\$65,000.00

EXPENSES: \$

82,000.00

DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?
\$ 1551.46

CASH GRANT? IF SO, HOW MUCH? No

GRANT REQUESTED: \$ 1551.46

SIGNATURE:

TITLE/POSITION: Executive Director

DATE: 16 September 2015

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).

REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING

The following must be attached to this application for consideration of the Grants Advisory Committee:

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements (including both Balance Sheet and Income Statement)
4. A budget for this fiscal year as well as the next fiscal year
5. List of Directors

Criteria for Awarding Other Grants:

1. large number of volunteers
2. registered nonprofit society
3. sound financial and administrative management
4. demonstrated financial need
5. accessible to a large portion of the community
6. broad base of support
7. other source of financial support
8. must be local in focus and comply with City of Nanaimo bylaws and policies
9. cash grants not provided if organization receives a PTE or where the facility is provided by the City free of charge or reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding Provided for Other Grants:

1. educational funding
2. emergency funding
3. capital grants on a matching basis up to a maximum of \$5,000
4. in-kind funding for facility rental

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

The main purpose of our organization is to promote community involvement for our non-profit agencies in the greater Nanaimo area, and to assist them in maximizing their efficiency and effectiveness in the community.

2. Describe the work your organization does in this community.

We provide our non-profit agencies with a volunteer workforce which allows them to operate successfully, and by offering on-going workshops to their Board of Directors, and which allows them to network with other non-profits. We also maintain a website listing all volunteer positions required by any agency (whether member or non-member) and distribute a weekly list to the media, educational institutions and employment agencies. We also operate many successful programs out of our Centre, including free tax returns for low income families, free debt coaching to anyone needing budget advice, free computer repair, maintenance and virus protection service, free use of our Board Room, free use of equipment rentals such as laptops, and multi-media projectors for members, and advertise their need for volunteers as required. We also run the Workability Program in Nanoose which offers job training and on site skills to approximately 50 challenged adults, including such skills as baking, retail assistance, office work experience, and farm management.

3. What other agencies provide similar services?

We are unaware of any other agency in the greater Nanaimo area offering all these services in one location at no charge.

4. How is your organization different than those organizations providing similar services in question 3 above?

Our tax program caters to all low income earners, is completely free, run entirely by volunteers, and runs two days per week during the busy tax season and one day per week all year long. There are no other agencies offering free computer service and repair, to our knowledge.

5. Describe who your clients are.

Our clients are non-profit agencies within the Nanaimo area community. We also serve to promote Nanaimo by posting volunteer vacancies for anyone raising funds at specific events, for example the Silly Boat Regatta and Nanaimo Bathtub Race.

6. Where do your clients live?

Our client/members are based in the greater Nanaimo area, although we also serve agencies outside the City limits when they require our help.

CITY OF NANAIMO GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

The needs of our member agencies range from disadvantaged children or adults, to caregivers, youth and seniors. None of these not-for-profits could possibly reach their goals without volunteers, and this is where Volunteer Nanaimo is able to help them all.

8. What are your organization's specific priorities for the coming year?

Our goals for 2016 are to approach our non-profit agencies with a view to improving even further the service we offer to them. In addition, we plan workshops and technical support, highlighting our own profile in the community to ensure more people know where we are, what we can help them with, and what services we can offer them. We will continue to offer our Youth Corps summer program which encourages young people to volunteer in our community by helping at fund-raising events, community programs including the Nanaimo 7-10 Club, VIEX, and Child Development Centre Silly Boat Regatta.

9. How does your organization ensure that its services address continuing and emerging community needs?

We constantly strive to improve the quality of service we offer to our non-profits. In addition, we facilitate workshops on topics of interest to them and their Boards.

10. Describe your organization's community support.

We continually endeavour to promote goodwill, networking and teamwork to help non-profit agencies achieve their goals. We advertise on our website and in the local media outlets indicating the needs of the specific volunteers required, and provide the volunteer with information about the agency to facilitate hiring.

11. Describe the role of volunteers in your organization.

Our volunteers at the offices of Volunteer Nanaimo carry out various duties for us, including receptionist to answer phone enquiries and emails, maintain appointments and records for tax return and debt coaching, administrative assistance to the Executive Director, maintain our website, Facebook and Twitter pages, run annual membership drives, compile volunteer listings weekly, offer computer technician service and repair, contribute towards Blankets Canada and Nanaimo Extreme Weather Shelter with blankets and knitted clothing, maintain the office itself, and general office duties. They also assist in planning the Volunteer Appreciation Luncheon at Beban Auditorium, the Grant for which is requested herein.

12. What are your organization's problems and how are they being addressed?

We have an ongoing funding issue, as do all non-profits in the City. Funding is not always forthcoming, so we spend valuable time trying to plan fund-raisers, time which could be better spent on our non-profit clients.

CITY OF NANAIMO GRANT QUESTIONNAIRE

13. Provide details of fees for service in your organization, and how costs and fees are determined.

Our membership fee was set at \$48.00 annually for 16 years, and in 2012 was increased to \$60.00. This was felt to be a reasonable fee for what Volunteer Nanaimo offers in return to its members. It remains at \$60.00 for the 2015-2016 membership year.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

Volunteer Nanaimo is a stand-alone non-profit agency. We network with other volunteer centres on Vancouver island and with Volunteer Canada. The operation and scope of Volunteer Nanaimo is limited only to the amount of funding received.

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

There are no funds which are not part of our operating income.

16. Describe your policy and treatment of year-end surpluses or deficits.

We operate on a balanced budget. We have no year-end surplus, and any deficits (minimal) are carried forward.

7. Detail current and/or planned revenue-generating activities of your organization.

Our annual membership drive generates income. In addition, each year we facilitate and host the Volunteer Appreciation Luncheon at Beban Park (the source of this application) and ticket sales for this event cover some of the costs of the meal. We also ask the corporate sector to assist us in this event. In September 2015 we promoted and hosted a "Touch A Truck" event in Beban Park, arranging for a display of some 25 vehicles such as fire trucks, ambulance, cement truck, hydro truck, etc. for the hands-on enjoyment of children and their families. The entry fee is by donation and the proceeds will help fund our Youth Corps summer program for children.

CITY OF NANAIMO GRANT QUESTIONNAIRE

18. List grants applied for/received from other governments or service clubs.
None to date.

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

Name: Big Brothers Big Sisters of Central V.I.
Denise Robinson, Executive Director

Telephone No.:250.758.2447

Name: Habitat for Humanity Society
Teresa Pring, Executive Director

Telephone No.:250.758.8078

20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went towards the program identified.

We submit one application per year to the Other Grants Committee to subsidize our costs associated with hosting the Volunteer Appreciation Luncheon for about 400 volunteers. The Grant funds are used solely to cover the costs of renting Beban Park auditorium.

21. What do you plan to use the City grant for this year?

As in many previous years, the Grant funds will be used to host the **21st** annual Volunteer Appreciation Luncheon at Beban Park Social Centre auditorium for approximately 400 volunteers. The amount requested is the cost of renting the facility.

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

Without the Grant from the City of Nanaimo, it would be impossible for Volunteer Nanaimo to host a Luncheon event of this size.

If you have any questions, call Raymond Reimer, 755-4412

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Forms\Applications\Application for Other Grants.doc

**Attachment to Application for
Community Service Grant by
Nanaimo Volunteer & Information Centre Society**

- **Volunteer Nanaimo** – is an umbrella Society for non-profit organizations and is best known as a referral system for volunteers and non-profits in the Nanaimo Regional area. We provide training and consultation to organizations on volunteer management and board governance. We offer fund development consultation, event coordination and promote volunteerism through media advertisement and website development, where all our volunteer listings are updated each week. We are funded in part by BC Gaming, corporate sponsorship, and our revenue generating activities.
- **Youth Corps** – is a summer run program that introduces volunteerism to youth ages 11 – 18 and provides life-long learning and community experiences. The Government of Canada contributes in part to this yearly initiative.
- **Seniors On Line Program** – is a year-long program providing training on social media, computers, i-pads, laptops, etc. Start-up funding provided in part by the Government of Canada to this initiative through the New Horizon Seniors Program in 2015, and now run entirely by volunteers.
- **Community Tax Program** – provides tax services to individuals and seniors with an income under \$30,000 per year. This successful program, run entirely by volunteers, has been well used for many years by the community.
- **Watchdog Computer Team** – this program, run by volunteers, provides technical services, expertise and computer repair services to non-profit agencies, seniors, and other members of the public. The teams of volunteer technicians help to keep their computers safe, virus-free and build their technical capacities. The team works with staff and volunteers on:
 - Office Networking
 - Computer Security
 - Computer Maintenance and Repairs
- **Workability Program** in Nanoose which offers job training and on site skills to approximately 20 challenged adults, including such skills as baking, retail assistance, office work experience, and farm management



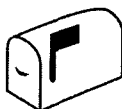
2015 Annual Report
Incorporation Number: S-0015055

NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY
3-2350 LABIEUX RD
NANAIMO BC V9T 3M6

FILE ONLINE NOW



To file your BC Society Annual Report immediately, go to:
www.bcregistryservices.gov.bc.ca
and use **ACCESS CODE: 136282761.**



Complete this section if submitting by mail.
Annual Reports submitted by mail may take up to eight weeks to be filed.
PLEASE PRINT CLEARLY.

1. Annual General Meeting Date

Date your Annual General Meeting was held: 2015 JUNE 30
(YYYY/MM/DD)

The date of the Annual General Meeting must be during the same calendar year of the Annual Report.
If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above.
NO MEETING HELD cannot be submitted for the current year until the year is over.

2. Registered Office Address (Location of Records) - Additional \$15.00 for Address Updates

Physical Address Required. (Post Office Box alone will not be accepted.)

3-2350 LABIEUX RD, NANAIMO BC V9T 3M6

Mailing Address (If different from physical address)

3-2350 LABIEUX RD, NANAIMO BC V9T 3M6

Enter new physical address if it has changed.

Enter new mailing address if it has changed.

3. Society Email Address

vn.admin@shaw.ca

Update email address if it has changed. Email address may be used as a contact for this form.

OFFICE USE ONLY





- Information Required
- Identify Society
- Annual General Meeting
- Corporate Intent
- Address Information
- Director Information
- Email Address
- Authorized Representative
- View Summary
- Payment Details
- Receipt
- Feedback

You must complete the fields preceded by a * symbol. Other fields may be left blank.

Payment for these services is by Visa, Visa Debit, Mastercard, or American Express.
 Help Desk: 1-800-663-6100

ONLINE SERVICES

Name Requests Online

Corporate Online

OneStop Business Registry

SoFi 1.3.2 - 3820
 August 18, 2015 9:43 AM

BC Society Annual Report and Notice of Change of Address

Annual Report Filing for 2015



[View Summary](#)

Please review the following information carefully. This is your last opportunity to change or correct information before your filing is completed.

Confirm Society Information

<input type="button" value="Edit"/>	Society Name	NANAIMO VOLUNTEER AND INFORMATION CENTRE SOCIETY
	Society Number	S-0015055
<input type="button" value="Edit"/>	Annual General Meeting Date	June 30, 2015
	Business Number	119050862BC0001

Confirm Society Address Information

<input type="button" value="Edit"/>	Physical Address of Society	Mailing Address of Society
	E 3148 Barons Road Nanaimo BC V9T 4B5	E 3148 Barons Road Nanaimo BC V9T 4B5

Confirm Director Information

<input type="button" value="Edit"/>	Director	Physical Address	Mailing Address
	Allen, Richard	456 Milton ST Nanaimo BC V9R 2L1	456 Milton ST Nanaimo BC V9R 2L1
	Beer, Dave	4933 Hartwig Cres Nanaimo BC V9V1R2	4933 Hartwig Cres Nanaimo BC V9V1R2
	BOLDT, CHRIS	#2 - 3007 HAMMOND BAY ROAD NANAIMO BC V9T 1E1	#2 - 3007 HAMMOND BAY ROAD NANAIMO BC V9T 1E1
	Bulger, Rita Maria	3575 Saxman Rd Nanaimo BC V9T2G9	3575 Saxman Rd Nanaimo BC V9T2G9
	PACHKOWSKY, SARAH (Name Correction or Legal Name Change from BRAMLEY, SARAH)	1339 GREWAIS RD NANAIMO BC V9X 1P7	1339 GREWAIS RD NANAIMO BC V9X 1P7
	PEDDIE, TIFFANY (REMOVED)	402-305 MILTON STREET NANAIMO BC V9T6H3	402-305 MILTON STREET NANAIMO BC V9T6H3
	SALTER, LEANNE (REMOVED)	PO BOX 489 ERRINGTON BC V0R 1V0	PO BOX 489 ERRINGTON BC V0R 1V0
	Sauder, Jerry (REMOVED)	1260 Bunker Place Nanaimo BC V9P1W8	1260 Bunker Place Nanaimo BC V9P1W8
	Windley, vi	101 - 6100 Oliver Road Nanaimo BC V9T0B5	101 - 6100 Oliver Road Nanaimo BC V9T0B5

Displaying Page 1 of 1
 Showing Results 1 - 9 of 9 Total

Confirm Email Address

<input type="button" value="Edit"/>	Future communications may be sent to: vn.admin@shaw.ca
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Nanaimo Volunteer & Information Ctr.
Income Statement 04/01/2014 to 03/31/2015

REVENUE

Revenue

Christmas Angel Program	1,650.00
touch a truck	100.00
Movie Event	700.00
interest income	4.04
Nanaimo Youth Services	0.00
Tree Farm	0.00
Misc Revenue	5,187.88
Consultingc	0.00
Dental Program	24.00
Gaming/Bingo	40,000.00
CODE Billing Revenue	0.00
Memberships	3,730.00
Volunteer Luncheon	5,945.00
tax program donations	4,286.66
Donations	2,023.52
Fundraising	820.00
Workshops/Honourarium	0.00
watchdog	135.00
Rental Revenue	0.00
Training/Workshops	0.00
New Horizons	25,000.00
JCP-HRDC Revenue	2,954.04
YVC	<u>4,829.00</u>
Total Revenue	<u>97,389.14</u>

TOTAL REVENUE 97,389.14

EXPENSE

Expenses

Christmas Angel Program	1,755.99
touch a truck	104.40
Movie Event	840.99
Honourarium	1,455.00
AGM Expenses	496.66
Advertising	863.92
bank fees/ charges	-31.83
tree farm	0.00
Board Meeting Expenses	231.11

Board Meeting Expenses	201.11	
Dental Program	24.00	
Equipment/Furniture	0.00	
Computer hardware/software	71.05	
Network/Computer Maintenance	318.25	
dental pro billing	0.00	
insurance	2,613.23	
Janitorial	1,986.58	
Bookkeeping/Accounting	1,300.00	
Misc Expenses	289.97	
fundraising	243.45	
Office Supplies	2,483.36	
Postage	1,277.97	
Stationary/Printed Materials	0.00	
watchdog	0.00	
Rent	10,800.00	
common charges for property	0.00	
Security	0.00	
Supplies/Fixes	0.00	
Telephone/Internet provider	2,361.16	
Travel	0.00	
Utilities	1,451.27	
Volunteer appreciation	1,101.00	
Volunteer luncheon expense	4,515.78	
Youth Volunteer Program	201.09	
Wages Expense	20,415.20	
Consultant Fees	500.00	
EI Expense	509.08	
CPP Expense	780.75	
Income Tax	0.00	
WCB Expense	<u>67.79</u>	
Total Wage Expense	22,272.82	
tree farm expenses	0.00	
Membership Fees	35.00	
Pringing/Copying	1,198.27	
Workshop/Orientation expenses	195.00	
GST	1,318.81	
PST	758.62	
HST	0.00	
GST	0.00	
Tarining Allowance	0.00	
New Horizons	<u>0.00</u>	
Total Expenses	<u>62,532.92</u>	
 TOTAL EXPENSE	 <u>62,532.92</u>	

*** PAGE ***

NET INCOME

34,856.22

Generated On: 09/15/2015



Attachment B

CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 9
Approval Date: 2011-AUG-29

SECTION: FINANCIAL ADMINISTRATION
SUBJECT: Grants Policy and Guidelines

GRANTS POLICY AND GUIDELINES INDEX

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GRANTS POLICY AND GUIDELINES

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ☐ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ☐ 1 member recommended by the United Way
- ☐ 1 Council member as appointed by Council and that member will serve as Chair of the Committee
- ☐ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ☐ 1 member recommended by the Social Planning Advisory Committee
- ☐ 2 members of the general public appointed by Council
- ☐ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;
- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones;
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.

- (i) to consider appeals by organizations who do not agree with grant recommendations made by City committees. Appeals are limited to a review of the process and are not intended to be a review of the Committee's judgment.

3. CATEGORIES OF GRANT FUNDING

Grant funding will be divided into the following categories:

- ☐ Security Checks
- ☐ Other Grants
- ☐ Permissive Tax Exemptions (Cash Grants)
- ☐ Permissive Tax Exemptions

Recommendations on the amount of grant funding any applicant will be awarded from these categories shall be made in accordance with the guidelines that are outlined in this Policy.

4. YEARLY ALLOCATION FOR GRANT FUNDING

The amount of money available in each category shall be determined by Council during the Financial Plan process each year.

5. COORDINATION OF GRANTS-IN-AID PROCEDURES (with the Regional District of Nanaimo)

Funding: The amount raised from the Regional District levy on the City of Nanaimo shall be returned to the City each year on the condition that the funds are used as either basic or supplementary grants to those organizations which have a primary base of operations within the city, but also provide services which are of a benefit to residents outside the City.

6. GUIDELINES FOR MAKING GRANT RECOMMENDATIONS (by category)

(a) SECURITY CHECKS

Statement of Purpose: Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Criteria for Awarding Grants:

- ☐ must be able to identify services provided to residents of Nanaimo
- ☐ nonprofit organization
- ☐ sound financial and administrative management
- ☐ demonstrated financial need
- ☐ \$500/year maximum award to any organization from this category (2012-JAN-09)
- ☐ eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)
- ☐ applications for this category must be received by October 31st
- ☐ must adhere to all City of Nanaimo bylaws and policies
- ☐ awards from this category are exclusive of awards from the other categories

Kind of Funding:

- ☐ Security Check Fee Reimbursement

(b) OTHER GRANTS

Statement of Purpose: Applications that don't fit into any categories of any of the granting committees are to be referred to the Grants Advisory Committee for review and recommendation. If the scope of the grant request exceeds the committee's budget, the Grants Advisory Committee can make a recommendation subject to the grant being funded from Council contingency.

Criteria for Awarding Grants:

- ☐ large number of volunteers;
- ☐ registered non-profit society;
- ☐ sound financial and administrative management;
- ☐ financial need;
- ☐ accessible to a large portion of the community;
- ☐ must have a broad base of support;
- ☐ must have another source of financial support;
- ☐ must be local in focus and must adhere to all City of Nanaimo's bylaws and policies;
- ☐ cash grants will not be provided if the organization receives a Permissive Tax Exemption, or where the facility is provided by the City of Nanaimo free of charge or at a substantially reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding:

- ☐ educational funding;
- ☐ emergency funding;
- ☐ capital grants on a matching basis up to a maximum of \$5,000;
- ☐ in-kind funding for facility rental.