

**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.