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*Adopted: May 19, 2005**Last Rev:**Responsible Dept: Community and  
Development Services*

### PURPOSE

To provide financial assistance grants to Recreation Commissions for recreation programs, services and facilities including educational, cultural, social and athletic activities; and insurance expenses.

### APPLICATION

This policy shall apply to all grant requests being considered for funding from the individual Electoral Area recreation service operating budgets for Electoral Areas A, C, D, E and F.

### INTERPRETATION

In this policy the term "Recreation Commission" includes a community association or other bona fide non-profit organization which provides recreation programs, services or events.

### AUTHORITY

Fraser-Fort George Regional Recreation Program Establishment Bylaw No. 2088, 2003 as amended.

### PROCEDURE

1. To be considered eligible for grant funding, Recreation Commissions must provide:
  - a grant request in writing; and
  - a current certificate of insurance demonstrating at least \$2 million third-party liability coverage and which includes the Regional District as a named insured.
2. Eligible grant requests shall be referred to the Board or its delegated committee, on the recommendation of an Electoral Area Director who represents a participating area in the Regional Recreation Program service.
3. An outline and detailed description of the proposed project, equipment or services must be provided by the requesting Recreation Commission for grant requests in excess of \$5,000.
4. For fixed amount grants:
  - a) A cheque will be issued for grants that do not exceed \$500.
  - b) For grants exceeding \$500 a cheque will be issued when the Regional District receives satisfactory evidence that the goods or services have been obtained and invoices and quotes have been submitted to the Regional District.

The Regional District will provide written confirmation of grant approval, grant expiry date and requirements to claim the grant.

5. For grants which are not for a fixed amount, the provisions of 4(b) shall apply.
6. The Regional Board or its delegated committee, may at the time of grant approval:
  - a) impose additional requirements to be met by the requesting Recreation Commission prior to release of the grant; or
  - b) reduce or modify the requirements to be met by the requesting Recreation Commission prior to receipt of the grant.

## GENERAL

1. The Regional District encourages the use of competitive bidding to achieve best value.
2. Grants shall expire at the end of the calendar year in which a grant is approved by the Board.