



## Grant-In-Aid & Forgiveness of Fees

**Policy No.: 8.6.1**

**Adopted: 09-15-25**

### **Strategic Goals and Priorities:**

- Fiscal Responsibility
- Economic Development
- Community Engagement
- Advocacy

### **Purpose**

The purpose of this policy is to ensure consistency, equity, and transparency in approving requests for Grant-In-Aid and Forgiveness of Fees for volunteer, community-based organizations that positively impact the quality of life for its residents. This policy also aims to protect the District's interests, goals, assets, programs, and services while supporting eligible applicants.

### **Scope**

The policy provides financial support in the form of Grant-In-Aid or Fee Forgiveness to eligible not-for-profit organizations, volunteer and community-based organizations that meet the requirements set out within this policy.

### **Responsibilities**

#### Council

- To support the operation through the approval of policy that aligns with best practices for the disbursement of Grant-in-Aid funds and Forgiveness of Fees.

#### Chief Administrative Officer (CAO)

- Oversight management to support and enable implementation and maintenance of the policy.

#### Senior Management Team

- To ensure all policies related criteria is consistently engaged in accordance with this and related policies and demonstrates best practices.

Department Responsible: Corporate Services

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## Staff

- It is the responsibility of staff engaging the criteria of this policy, are applied consistently, equitable and with transparency as it relates to Grant-In-Aid and Fee Forgiveness applications.

## Policy

### Grant-In-Aid

Grant-In-Aid funds are not intended to provide ongoing support, and all approvals shall be considered on a case-by-case basis and continued support should not be anticipated.

#### Eligibility:

- a) To qualify for a Grant-In-Aid, the applicant must demonstrate being a registered not-for-profit organization in good standing with the Registrar of Companies.
- b) The not-for-profit organization must be locally based and provide a direct benefit to the community.
- c) The organizations goals and objectives align with the District of Taylor.
- d) Application that offer community exposure associated to economic development is at the discretion of Council.

#### Ineligibility:

- a) Individuals or unincorporated community groups.
- b) Commercial or for-profit organizations.
- c) Organization of political affiliation.
- d) Discriminatory or unlawful events.
- e) Organizations that did not fulfill their obligations during previous events or programs.

#### Guidelines:

- a) Grant-In-Aid is provided to non-profit on the basis that they provide valuable programming to the community and are unable to secure required funding of their programs through their programs and project engagements.
- b) Grant-In-Aid will be used to contribute towards programming that benefits the community and aligns with Council goals and objectives.
- c) Grant-In-Aid funds will not be provided to support charities or an organization other than the applicant.
- d) Grant-In-Aid applications must outline the objectives of the organization, the specifics of the request, and all requests must demonstrate financial need and other fund-raising activities associated to the application.

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- e) Applicants must demonstrate need for funds as part of their application.
- f) Grant recipients must acknowledge the District in related communication material, including signs, websites, posters, etc. by containing the District logo.
- g) Grant recipients are encouraged to tag the District in all social media posts in recognition of grant support.
- h) Successful applicants agree to have their name or society name, project name, and the amount of assistance received published by the District on media releases, website, or in any other medium deemed by the District.

#### Application Process:

Application can be made by submitting a letter of request from the organization outlining the guiding principles of the organization, the specifics of the request and demonstrate financial need.

All requests must be received by Corporate Services no less than 90 days prior to the expected date of receiving Grant-In-Aid, with the applicant responsible to ensure Corporate Services has received all required documentation.

#### Fee Forgiveness

Fee Forgiveness is granted to eligible not-for-profit organizations, volunteer and community-based organizations, and all forgiveness shall be considered on a case-by-case basis and continued support should not be anticipated.

#### Eligibility:

Must be a not-for-profit organization which demonstrates community support and representation, but not limited to:

- Registered charity
- Arts and culture organization
- Athletic and social clubs
- Service clubs
- Neighborhood groups and organizations
- School associations

#### Ineligibility:

Fee forgiveness will not be accepted for organizations or events of:

- For-profit ventures or commercial entities.
- Discriminatory activities or events.
- Activities that do not align with District of Taylor goals and objectives.
- Activities that are deemed to be unlawful.

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- Insurance fees associated to the event/program.
- Activities that have been approved and funded through municipal grant programs or municipal operational funding.

Guidelines:

- a) Forgiveness of Fees are provided to non-profit and community groups on the basis that they provide valuable programming to the community and are unable to secure required funding of their programs and project engagements.
- b) Forgiveness of Fees recipients must acknowledge the District in related communication material, including signs, websites, posters, etc. by containing the District logo.
- c) Applicants will receive in-kind services for rental of District of Taylor facilities, not a monetary award.
- d) Forgiveness of Fees does not apply to the rental of audio-visual projector or screen located at the Community Hall.
- e) Forgiveness of Fees does not apply to Peace Island Park or Lone Wolf Golf Course.

Application Process:

- a) An eligible organization wishing to request Fee Forgiveness to utilize a District facility for a program or event will contact the Community Services Hub to complete a booking request and a special events application where applicable.
- b) The Community Services Hub will confirm availability and provide confirmation of booking with the organization.
- c) The organization will submit in written form, a letter of request that outlines the guiding principles of the organization, the specifics of the request, and demonstration of financial need at least 90 days prior to the event.
- d) The submission must be received by Corporate Services and is the responsibility of the applicant to ensure that the request has been received.
- e) Corporate Services will provide confirmation and may request further information to complete a report to Council.
- f) If an applicant has received Fee Forgiveness in the past, they must note when and the impacts of prior Fee Forgiveness.
- g) Recipients are encouraged to tag the District in all social media posts in recognition of support.

**External Funds**

Organizations can make application for funding support to innovative charitable projects that support health, environment, social services, arts, culture and other emerging community needs, through the Northeast BC Community Foundation.

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Further information and applications can be made through the Foundations website.

The District of Taylor, when available, supports grant writing services through a third-party organization to help support local and area organizations. Information about this opportunity can be found at the District offices.

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