

AGENDA INFORMATION	
<input checked="checked" type="checkbox"/> Regular Meeting	Date: <u>January 20, 2020</u>
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

January 8, 2020
File: 05-1930-Grants/Sponsorships 2020

AUTHOR: Cristina Rucci, Community Planner

SUBJECT: 2020 Social Service Grants - Core Funded Agencies

RECOMMENDATION:

THAT Council approve a total budget of \$1,106,772 in annual core funding in 2020 to the agencies included in this report in accordance with **Attachment A**.

REASON FOR REPORT:

To outline the disbursement of annual core funded operating grants to Youth Services and Community Services.

SUMMARY:

In accordance with the City and District of North Vancouver Municipal Youth Policy (Attachment B), Outreach Youth Services – Core Funding Policy (Attachment C), and the Municipal Community Service Grants Policy (Attachment D), the District approves core operating grants as part of the annual budget. The 2020 core grants budget has been inflation-adjusted from 2019.

BACKGROUND:

The City and District of North Vancouver Municipal operating grant policies were developed in the early 1990s as a way to recognize the role that non-profit organizations play in contributing to the social well-being of the citizens of the municipality and the improvement of their quality of life. This goal is reiterated in the OCP: “the District’s objective is to provide, facilitate and support a range of community programs and services that meet the needs of the community. Most citizens need community support and social services at some point in their lives. A strong network of community programs and services for children, youth, adults, families, seniors, at risk populations, and those with a range of abilities and means, supports individuals and a healthy community” (Section 6.3 of the OCP).

A description of each of the core funded agencies is included in the analysis section below.

In addition to the \$1.1 million supporting core funded agencies, non-profit organizations can apply for additional community grants through the Community Services Advisory Committee (\$303,944) and Child Care Services sub-committee (\$55,954). These bring the total 2020 budget for community grants to \$1.46 million.

EXISTING POLICY:

- City and District of North Vancouver Youth Funding Policy 10-5120-2 (Attachment B);
- Outreach Youth Services - Core Funding Policy 10-5120-3 (Attachment C);
- District of North Vancouver Municipal Community Service Grants Policy 5-1850-2 (Attachment D);
- OCP Bylaw 7900, Section 6 “Community Services, Programs and Facilities”, supports the District’s commitment in providing assistance to social service agencies.

ANALYSIS:

The 2020 budget for the core grants is outlined in Attachment A and includes an inflation adjustment of 2% from 2019. The section below provides a brief description of the organizations receiving core grants. It is the District’s practice to provide grants in either one or two instalments, in January and/or July of each year.

Youth Services (2020 Core Grant Budget = \$526,454)

Youth Outreach

Agencies serve to create relationships and opportunities that enable the development of youth to become meaningfully involved in their municipality and to be healthy and valued members of the community. The Youth Agencies allocate their funding into five service areas including: one-to-one and/or group work with at-risk youth, drop-in centre based work, improved coordination and multi-service planning, inclusion and diversity, youth engagement, and community development.

The Youth Outreach Agencies include Norvan Boys and Girls Club, Capilano Community Services Society, North Shore Neighbourhood House (in Lynn Valley), and Parkgate Community Services Society. They receive approximately 50% of their funding in January and the balance is allocated in July.

Staff received a request for an additional \$20k to support Parkgate Community Services Society’s work with the Foundry, a “one stop shop” for youth health and wellness services on the North Shore which opened its doors in the Lower Lonsdale area a couple of years ago. Staff are recommending further discussions between the North Shore municipalities before committing any new funding for this work.

Hollyburn Family Services Society - Youth Safe House

Hollyburn Family Services Society, which operates the North Shore Youth Safe House, provides emergency residential services to homeless and at-risk youth. They support between 100 and 150 youth annually. The North Shore Youth Safe House is an example of a partnership model of service delivery for some of the District’s most marginalized residents: homeless youth between the ages of 13-18 years. In addition to the annual core grant (\$11,525) provided by the District, funding is also provided by the District of West Vancouver, through a Core Funding grant; BC Housing; private foundations; corporations; and individuals. These partner agencies/groups and individuals collectively provide approximately \$540,000

per year in operational funding needed to staff the safe house and provide support to the youth staying there. The District also provides the house to the Society through a community lease for \$1/year. The North Shore Youth Safe House is currently the only safe house in the Lower Mainland accessible to youth under 16 years of age without a social worker referral.

The youth service grants are recommended as follows:

Youth Service Grants			
Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Norvan Boys and Girls Club	\$30,531	\$15,266	\$15,265
Capilano Community Services Society	\$130,497	\$65,249	\$65,248
North Shore Neighbourhood House	\$126,453	\$63,227	\$63,226
Parkgate Community Services Society	\$227,448	\$113,724	\$113,724
Hollyburn Family Services Society - Youth Safe House	\$11,525		\$11,525
Total	\$526,454	\$257,466	\$268,988

Community Services (2020 Core Grant Budget = \$580,318)

Child Services - North Shore Child Care Resource and Referral

The mission of the North Shore Child Care Resource and Referral Program is to promote programs and projects that enhance child care services and the quality of life for children and their families and provide a strong voice on behalf of child care on the North Shore. The operating grant from the District of North Vancouver is used to support an Early Childhood conference, information sessions, library, diversity services, child care data and analysis, community development, and a range of other programs and services (e.g. parent referrals, professional development and training opportunities, and equipment loans). A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Children - NS Childcare Resource and Referral	\$40,634		\$40,634

Family Services - Family Services of the North Shore

Family Services of the North Shore has been providing services, including counselling, support, education, and volunteer opportunities for families and children for over 60 years. Services are available to all citizens regardless of race, gender, religion, culture, socio-economic status, sexual orientation, gender identity or physical ability. The operating grants and monies received through community grants, also provided by the District, are used for their Family Counselling program to ensure access to their services through a sliding fee scale, thereby eliminating cost as a barrier to service.

Family Services of the North Shore has reached out to the three North Shore Municipalities for \$73,000 in additional support this year due to changes in their funding structure. As the District represents only 1% of their total budget, staff are recommending further discussions to

determine their financial position before making any changes to their grant amount. A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Family – Family Services of the North Shore	\$38,808		\$38,808

Senior Services - Silver Harbour Seniors' Centre Society

The mission of Silver Harbour Seniors' Centre Society is to inspire and enhance the physical and mental well-being of adults aged 55+ by providing social, creative, educational, and physical activities, focussing on volunteer participation. In 2019, Silver Harbour received 80,000 visits from over 1,500 District residents. Silver Harbour helps seniors improve their physical and mental health, make connections to important services, and build personal resilience and supportive social networks. The Society is part of the North Shore Services to Seniors Coalition. Funding provided to Silver Harbour is applied towards general operations of the organization including maintenance, salaries, and outreach. A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Seniors – Silver Harbour Centre Society	\$123,461	\$61,731	\$61,730

Community Services Operating Funding - Lynn Valley Services Society

The Lynn Valley Services Society operates Mollie Nye House as a welcoming, active place where Lynn Valley residents feel a sense of belonging and pride; where community volunteers help coordinate programs and services for seniors and others; and where preservation and use of the House and garden recognizes its historic place in the community and the contributions of the Nye family. The specific purpose of the House is to support, promote, and develop educational, social, and community services and programs at the House for all residents of Lynn Valley now and in the future and to create a place and opportunities for dialogue regarding issues of community interest in Lynn Valley. A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Community – Lynn Valley Services Society – Mollie Nye House	\$50,652	\$25,326	\$25,326

Community Services Operating Funding - Capilano Community Services Society

Capilano Community Services Society provides low and no cost social and community services to youth and seniors in Lower and Upper Capilano. The new Lions Gate Community Recreation Centre is expected to be open in 2020 and the Society will be moving to the new facility at that time. The Society is collaborating with District staff and the North Vancouver Recreation and Culture Commission (NVRCC) to develop enhanced services and programs to address the needs of this emerging community, including expanding their mandate to serve families. The

Society will require increased staffing capacity in the new facility and is working with District staff to develop a detailed business plan for operational funding which will come forward in late 2020. Impacts from this plan will be included in a financial plan amendment. A grant, excluding new operational funding for Lions Gate, is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Community – Capilano Community Services Society	\$32,855		\$32,855

Community Services Operating Funding – Parkgate Community Services Society

In 2019 the Partnership Agreement between North Vancouver Recreation and Culture Commission (NVRCC) and Parkgate Community Services Society (PCSS) was dissolved and was replaced by a core funding model between the District and PCSS. As part of this new arrangement a work plan was prepared by PCSS which will be updated annually and reviewed by staff. The work plan reflects the key service areas that the Society will focus on throughout the year: operating/society costs, family resources, seniors' services, volunteering and finance and administration. The programs and services that are delivered by the Society are consistent with what they have offered in the past and are in line with the purpose, vision and mission of the Society. These are to make a positive difference in the life of every person in the community, to create a thriving, connected community where members feel supported and engaged and to create opportunities for people to connect and flourish so they can live life better.

Staff received a request from PCSS for \$20,000 in additional funding to support the "recruitment and retention of childcare staff", covering half the expected cost increase for these services. As staff will be bringing forward a Child Care Strategy and Plan in spring 2020, it is recommended that this issue be addressed through that process. A grant, excluding the new request, is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Community – Parkgate Community Services Society	\$234,600		\$234,600

Restorative Justice Services - North Shore Restorative Justice Society

The North Shore Restorative Justice Society was established in 1997 to promote and support restorative justice principles. Restorative Justice involves a balanced approach that addresses the needs of victims, communities, and offenders. The mission of the Society is to develop, promote, and provide restorative approaches to prevent and heal the harm caused by conflict and crime. The Society connects with affected individuals, families, and organizations to strengthen the North Shore's diverse community. The Society provides four programs: the Restorative Response, Restorative Awareness Dialogue, Restorative Responses to Adult Abuse and Neglect, and Restorative Approaches in Schools. The Program has been core funded jointly by the City and District of North Vancouver since 1998 and the District of West Vancouver also provides funds. The funding supports the ongoing operations of the Society, including program development, training, and other activities.

Staff received a request to increase this core grant by an additional \$3,000 due to increased requests and referrals, which would otherwise require additional DNV and RCMP resources. A grant including this increase is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Restorative Justice – NS Restorative Justice Society	\$36,000		\$36,000

Lookout Housing and Health Society - Homeless Outreach Services Program

The primary objective of the Homeless Outreach Services Program is to provide homeless outreach services targeted to people living and sleeping in District parks and streets and to help them find adequate shelter and housing. Highlights of the Homeless Outreach Services Program include: (1) Developing a relationship and working with individuals who are homeless on the street, in the parks, in cars, etc. located in the District; (2) Liaising with other social service providers such as Hollyburn Family Services and Canadian Mental Health Association, to help ensure a continuum of services are utilized to meet the needs of homeless individuals; and (3) Liaising with District staff in helping to address municipal concerns and helping relocate homeless individuals into more appropriate accommodation or rehabilitation programs. At the end of this year, this core grant will be reviewed and the effectiveness and successes of this program will be evaluated by staff. If it is determined that a need for the grant continues to exist, a business case will be prepared for the 2021 budget process. A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Lookout Housing & Health Society – Homeless Outreach Services Program	\$20,808	\$10,404	\$10,404

Harvest Project

The Harvest Project helps people who are experiencing challenging life circumstances by providing them with free food, clothing, counselling and connection to other resources. As part of its food program, the Harvest Project collects food from food retailers and distributes it to its clients. A grant is recommended as follows:

Agency	2020 Budget	First Instalment (January)	Final Instalment (July)
Harvest Project	\$2,500		\$2,500

Accountability:

In support of their 2020 grant applications, agencies have provided their unaudited financial statements, proposed 2020 budgets, annual reports, goals and objectives for 2020, and accomplishments from 2019. Staff has reviewed these supporting materials and is satisfied that these agencies meet the District's accountability requirements.

Financial Impacts:

Core funded operating grants for youth and community service agencies included in the 2020 budget total \$1,106,772. This amount has been inflation adjusted from 2019. Payments will be disbursed to the agencies in either one or two installments as noted in Attachment A.

Social Policy Implications:

Providing support to non-profit organizations that create and provide services prioritizing the overall health and vitality of District residents, achieves the policy goals as set out in the 'Social Well Being' section of the Official Community Plan. Of particular importance is the work these agencies do to assist and support the District's most vulnerable and marginalized populations. Financial assistance further facilitates the ability for organizations to leverage other sources of funding from senior levels of government and other funding sources (e.g. through Foundations).

Conclusion:

Staff has reviewed the reports and financial statements of the organizations receiving direct grants from the District of North Vancouver, and confirmed these agencies meet the accountability requirements of the District's budget process. Staff is confident the work being done as a result of the District's social service grants is critical to supporting people living in the District of North Vancouver and serves to leverage additional funding from senior levels of government, as well as the private sector.

Respectfully submitted,



Cristina Rucci
Community Planner, RPP, MCIP

Attachment A: Budget for Core Grants

Attachment B: City and District of North Vancouver Municipal Youth Policy

Attachment C: Outreach Youth Services – Core Funding

Attachment D: Municipal Community Service Grants

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input checked="" type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		
<input type="checkbox"/> Review and Compliance	_____	<input type="checkbox"/> Planning	_____		

Attachment A: 2020 Budget for Core Grants Report (including first and final instalments)

Agency	2020 Budget	First Instalment	Final Instalment
Norvan Boys and Girls Club	\$30,531	\$15,266	\$15,265
Capilano Community Services Society	\$130,497	\$65,249	\$65,248
North Shore Neighbourhood House	\$126,453	\$63,227	\$63,226
Parkgate Community Services Society	\$227,448	\$113,724	\$113,724
Hollyburn Family Services Society - Youth Safe House	\$11,525		\$11,525
Total Youth Services	\$526,454	\$257,466	\$268,988
Children - NS Childcare Resource and Referral	\$ 40,634		\$40,634
Family - Family Services of the North Shore	\$38,808		\$38,808
Seniors - Silver Harbour Centre Society	\$123,461	\$61,731	\$61,730
Community - Lynn Valley Services Society - Mollie Nye House	\$50,652	\$25,326	\$25,326
Community - Capilano Community Services Society	\$32,855		\$32,855
Community - Parkgate Community Services Society	\$234,600		\$234,600
Restorative Justice - NS Restorative Justice Society	\$36,000		\$36,000
Lookout Housing and Health Society - Homeless Outreach Services Program	\$20,808	\$10,404	\$10,404
Harvest Project	\$2,500		\$2,500
Total Community Services	\$580,318	\$97,461	\$482,857
Grand Total	\$1,106,772	\$354,927	\$751,845



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	CITY AND DISTRICT OF NORTH VANCOUVER MUNICIPAL YOUTH POLICY	1

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

“To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community.”

POLICY

1. The City and District of North Vancouver endorse the concept of inter-agency co-ordination of services for youth.
2. The City and District of North Vancouver hold that youth should have the right to full and due consideration and should be provided with opportunities to develop emotionally, mentally, morally, spiritually, physically and socially, and in conditions of responsibility. Towards this end, the Municipalities are committed to ensuring, as a paramount consideration, that the provision of opportunities and services meets the best interests of youth.
3. To continue to provide assistance with coordination and planning in municipally based youth services in partnership with service providers, community agencies, residents and other levels of government.

REASON FOR POLICY

The increasing involvement with community-based youth services has produced a need for the North Vancouver municipal governments to set policy which clarifies the role of local government. Such policy should aim to support the continuance of preventative youth services through identifying and endorsing specific elements of the youth services delivery system. Given the importance of such services preventing the escalation of youth problems, a municipal policy on youth should be supportive of the philosophy and objectives of existing community-based youth services. Furthermore, a municipal policy on youth is needed to ensure and enhance the effective use of finite resources by providing a focus for the future development of youth services and local government participation.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1. GOALS

- 1.1. To develop a system that facilitates the provision of community-based youth services focussing on youth engagement and involvement.
- 1.2. To encourage youth participation and advocacy;
- 1.3. To develop a comprehensive directory of youth services

2. In order to achieve the Goals and Objectives of the Municipal Youth Policy, the City and District of Vancouver will undertake the following:

- 2.1. Provide for core funding to designated non profit organizations to plan and facilitate community-based youth services as per their Service Agreements (and related Annual Civic Youth Services Work Plan);
- 2.2. To assign staff oversight of the youth services program to a Social Planning designate.
- 2.3. Any other actions deemed appropriate by Staff and/or Council.

Approval Date:	November 18, 1992	Approved by:	City of North Vancouver
Approval Date	October 28, 1991	Approved by:	DNV Policy & Planning Committee
2. Amendment Date:	December 11, 1995	Approved by:	Regular Council
3. Amendment Date:	November 3, 2008	Approved by:	Regular Council



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	OUTREACH YOUTH SERVICES - CORE FUNDING	3

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

"To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community."

POLICY

The District may provide core funding to community based services providers for services that meet the needs of youth at risk or potentially "at risk".

REASON FOR POLICY

To provide a shortened application and review process and assurances of continued core funding to youth services which meet the criteria outlined in this policy.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1. CRITERIA

The organization must meet the eligibility criteria contained in section 6.1 of the City and District of North Vancouver Youth Policy: Outreach and centre-Based Youth Work.

- 1.1. Core funding is only for core staff funding (see definition of Core below)
- 1.2. The minimum amount is \$5,000.
- 1.3. The organization must have received at least 3 continuous years of District or City community grants prior to applying for core funding

2. DEFINITION OF CORE FUNDING

Core funding includes the costs necessary to maintain employee positions: salary and benefits, and an additional percentage of those costs for program expenses and administrative support.

3. APPLICATION PROCESS

- 3.1. The organization will submit its funding request for the following year to the appropriate Social Planning staff designate in the fall of each year. Included in the budget package is the following:
 - 3.1.1. financial statement from the previous year
 - 3.1.2. budget - using the District's and City's budget format
 - 3.1.3. annual report

- 3.1.4. statistical report summarizing the past year of service provision (numbers of clients, services, new trends etc) and proposed programs and services for the projected year.
- 3.2. Staff will review funding requests with respect to the following:
 - 3.2.1. the reasonableness of the budget figures;
 - 3.2.2. involvement of local community and volunteer contributions;
 - 3.2.3. linkages with existing service providers;
 - 3.2.4. youth demographics for that area and the demand for youth services.
- 3.3. The organization will be advised of the amount of the District's and City's funding by Social Planning staff in May after the budget receives final approval from Council.

4. FUNDING DISBURSEMENTS

Agencies whose applications are approved will receive funding for outreach youth programs in semi-annual installments as per the following:

- 4.1. the District and City will provide half of the previous year's funding allocation in January; and
- 4.2. the balance of the amount to meet the current year's funding request following approval by Council of the annual budget

5. OPTING OUT OF CORE FUNDING

The District may cease core funding to an organization due to any significant changes in staff, client numbers or composition, funding from other sources, or in the organization itself, or any major concerns or complaints from Social Planning staff or the community which have been validated.

The organization may opt out of core funding at any time for any reason.

6. ACCOUNTABILITY

The District and City shall ensure accountability and quality of service through the following means:

- 6.1. Staff shall review each organization's budget package (as outlined in section 3 above);
- 6.2. Social/Community Planning staff shall monitor services through the Service Agreements, corresponding Annual Civic Youth Services Work Plan; and related statistical reporting procedures. Additionally staff are in contact with the organizations on a regular basis;
- 6.3. Each agency shall hold an annual youth forum (or other form of input as approved by the municipality) on youth needs and issues in conjunction with other interested stakeholders if appropriate.
- 6.4. Social / Community Planning staff shall monitor that statistical information provided by agency's annually.

Approval Date:	November 18, 1992	Approved by:	City of North Vancouver
Approval Date	October 28, 1991	Approved by:	DNV Policy & Planning Committee
2. Amendment Date:	December 19, 1994	Approved by:	Executive Committee
3. Amendment Date:	December 11, 1995	Approved by:	Regular Council
4. Amendment Date:	November 3, 2008	Approved by:	Regular Council

**CORPORATE POLICY MANUAL**

Section:	Finance	5
Sub-Section:	Grants	1850
Title:	MUNICIPAL COMMUNITY SERVICE GRANTS	2

POLICY

The *Local Government Act* authorizes the Council to grant monies "to any organization deemed by Council to be contributing to the general interest and advantage of the municipality" (section 176 1(c)).

REASON FOR POLICY

The Council recognizes that community non-profit organizations contribute to the well being of the citizens of the Municipality and to the improvement of their quality of life, and that financial support by Council may effectively promote additional funding from other sources.

AUTHORITY TO ACT

Retained by Council

PROCEDURE**1.0 Criteria for Grant Applications**

Groups applying for grants must

- 1.1 meet the guidelines of section 176.1 (c) of the *Local Government Act*;
- 1.2 offer services to the citizens of the District of North Vancouver and justify the need for that service;
- 1.3 show evidence of on going, active volunteer involvement;
- 1.4 present proof of financial responsibility and accountability; and
- 1.5 be seen to be seeking monies from other funding sources, or contributing their own funds to the project.

It should be noted that program supplies are eligible for funding, but capital equipment and building costs are not eligible for community grants.

2. Applications

- 2.1. Application Form - The application form supplied by the Municipal Clerk must be utilized by all applicants for grants.
- 2.2. Completeness of Information Supplied - Unless all required information is supplied or a suitable explanation offered as to why this information cannot be supplied, the grant application will not be considered.
- 2.3. Deadline - The deadline of January 31 for applications in any year shall be strictly adhered to. Applications received after that date at any time throughout the year will only be considered if they meet the criteria under Section 2.4

2.4. Funding Requests throughout the Year - Funding requests received after the January 31 deadline will be considered if they meet the following conditions:

2.4.1. the application meets the community grants criteria as outlined in Section 1.0 of this policy;

2.4.2. the requirement for funding was not reasonably foreseeable at the date of the deadline for community grants for the current period;

2.4.3. adequate justification is provided for not meeting the deadline for community grants for the current period.

2.4.4. the requirement is not for sport and/or recreation travel grants; and

2.4.5. a community grant application form is completed.

Staff will review applications and provide recommendations to Council.

2.5 Material to Council - will receive the recommendations of the Community Services Advisory Committee; additional material, including completed applications, will be forwarded if Council specifically requests it.

3.0 Publication of District Grant Process and Criteria

3.1 The District Grant Process and Criteria will be publicized by posting a notice and placing an advertisement in the press each November advising the Community of the Grant process and criteria and any grant priorities consistent with Council policies.

3.2 Grants disbursed on a yearly basis will be publicized at the conclusion of the grant process.

4.0 Acknowledgement of District Grants

4.1 All recipients of grants from the District of North Vancouver are required to publicly acknowledge such donations.

4.2 This information is to be communicated to all beneficiaries, either in a local North Shore newspaper or through a letter, as well as, if applicable, in a prominent location in their publication.

5.0 Return of Unspent Funds

5.1 In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the District of North Vancouver.

5.2 If there are any changes in the funding of the project from that contemplated in the application, the District will be notified of such changes through the Community Planning Department.

5.3 Any unspent funds must be returned to the District at the end of the year or within 60 days of the completion of the project or event.

5.4 Where multiple sources of funding are received, any unspent funds will be returned pro rata to those contributing organizations that require refunds of grants.

6.0 Accountability

- 6.1 Accountability forms describing how the grant was spent must be signed by two officers of the society, and submitted to the District by December 31st of each year or within 30 days of completion of the project or event, except where the society is applying for a grant for the current year, in which case they will complete the accountability section of the application form and submit no later than January 31st of the grant year for which they are applying.
- 6.2 When applying for a municipal grant, or upon request, the applicant will supply an audited financial statement for the most recent fiscal year, or where audited financial statements are not available, the applicant will supply financial statements that have been verified as correct by two signing officers from the organization.
- 6.3 When applying for a municipal grant, the signing officers of the organization will provide written acceptance of the conditions as outlined in Sections 3.0 through 6.3 of the Municipal Grants Policy 5-1850-2.

Approval Date:	March 1, 1982	Approved by:	Policy & Planning Committee
1. Amendment Date:	April 15, 1991	Approved by:	Policy & Planning Committee
2. Amendment Date:	July 22, 1991	Approved by:	Policy & Planning Committee
3. Amendment Date:	March 9, 1992	Approved by:	Policy & Planning Committee
4. Amendment Date:	January 9, 1995	Approved by:	Special Executive Committee
5. Amendment Date:	August 14, 1995	Approved by:	Executive Committee
6. Amendment Date:	December 11, 1995	Approved by:	Regular Council
7. Amendment Date:	June 21, 1999	Approved by:	Regular Council
8. Amendment Date:		Approved by:	