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Please provide other information that may be pertinent to your application.

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**DOCUMENTATION REQUIRED**

Please provide a copy of the following:

Most Recent Financial Statement

Most Recent Detailed Budget

**DECLARATION**

The information contained in this application is true and correct to the best of my knowledge.

Name (please print):

Title:

Signature:

Date:

**OFFICE USE ONLY**

Approved:

Not Approved:

**Notes:**

1. Application for Grant-in-Aid must be received on or before March 31<sup>st</sup>.
2. Grant-in-Aid Applications are to be submitted to: District of Logan Lake, #1 Opal Drive, PO Box 190, Logan Lake, BC V0K 1W0, Attention: Finance Department.
3. More information may be requested and, where necessary, applicants may be requested to make a presentation on their application at a Council Committee meeting.

## GRANT-IN-AID

Date of Issue/Revision:  
March 3, 2015, March 15, 2016, July 16, 2019

### **Purpose:**

To establish a process for Council of the District of Logan Lake to financially support eligible local non-profit organizations who contribute to and enhance the quality of life for the citizens of Logan Lake.

### **Alignment with Logan Lake Community Forest Values:**

The District recognizes the importance and overall contribution of the Logan Lake Community Forest to the community. The District will consider the Community Forest's Mission, Values, Goals and Objectives when evaluating grant applications.

### **Grant Availability:**

The total amount of grant monies available from the District on a yearly basis may vary depending upon funding availability from the Logan Lake Community Forest Corporation and the District's funding capability.

### **Grant Process:**

- The opportunity to apply for a Grant-In-Aid will be advertised locally and notice will be provided on the District's web site;
- All Grant-In-Aid applications must be submitted to the District's Finance Department on or before March 31<sup>st</sup> of each year;
- Late applications may be considered throughout the year subject to budget availability;
- Organizations applying for a Grant-In-Aid must complete the prescribed Application Form and attach the required documentation;
- Administration will review all applications for completeness and will forward a summary report, relative to the eligibility criteria, to the applicable Committee for a recommendation to Council.

### **Grant Categories:**

Grant applications will be accepted, and consideration given, for the annual dispersal of grants based on the following five Grant categories:

#### 1. Foundation Start Up Grants

This is a one-time only grant for organizations/societies in their formative stages of development. The aim of this grant category is to provide seed money to a new organization to begin operating within the District of Logan Lake.

#### 2. One Time Special Event Grants

The One-time Special Event grant provides organizations/societies the opportunity to host or stage a special event that benefits the overall well-being and health of the District

#### 3. Operating Grants

Grants under this category will only be provided to organizations/societies with a strong operating model. Funds should be used to offset gaps in program funding. Funding is not encouraged for more than three years under this stream and are not guaranteed after the first two years. (Note: organizations/societies already receiving annual operating funding assistance from the District are not eligible to receive funding under this category)

#### 4. Capital Grants

This category is designed for organizations/societies to purchase necessary capital items. This one-time grant is intended to supplement monies obtained by other means such as fundraising and/or grants external to the District local government.

#### 5. Grant in Kind

This category is to accommodate requests made for the use of District facilities where a fee is typically charged. The District will consider foregoing this fee, or a portion thereof, depending on the community benefit.

#### **Eligibility:**

All applicants:

1. must be citizens of Logan Lake;
2. must use the Application Form provided;
3. must be a non-profit organization whereby private or personal gain is absent;
4. must provide a budget detailing the use of the grant funds;
5. must submit its most recent financial statements;
6. if successful, must submit a Project Completion Report. Failure to submit the prescribed Project Completion Report by the deadline may result in the organization/society being ineligible for future grant funding;
7. if successful, must direct the grant to the intended program, project, or service. Grants are not transferrable.

The District reserves the right to request the return of the grant, or a portion thereof, should the event or project not be fully completed in accordance with the intended purpose.



PO Box 190, #1 Opal Drive  
Logan Lake, BC V0K 1W0  
T: 250-523-6225 F: 250-523-6678  
E: [cforsyth@loganlake.ca](mailto:cforsyth@loganlake.ca)

**GRANT-IN-AID  
- PROJECT COMPLETION REPORT -**

Successful applicants must provide detailed information addressing the following (use separate sheets if necessary):

**1.0 Project Description**

Organization Name: \_\_\_\_\_

Grant Category: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

Attach copies of any published reports, promotional material, media publicity, pictures, or other documentation regarding the project. Please indicate how you acknowledged the grant assistance provided by the District of Logan Lake

Please provide a description of how the grant was used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.0 Project Outcomes**

How did the project contribute to the District's overall health, quality of life, and/or well- being?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**DECLARATION**

The information contained in this report is true and correct to the best of my knowledge.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_