



## **COMMUNITY DEVELOPMENT PROGRAM GRANT DISBURSEMENT POLICY**

### **Contents**

1. Purpose of this Policy
  2. Definitions
  3. Guiding Principles
- Funding Requests submitted by applicants  
Funding Requests submitted by the Village  
Community Development Grant Criteria

### **1. Purpose of this Policy**

1. To ensure eligibility criteria is met for each application and that the disbursement of the Community Development Grant funds is done consistently without prejudice.

### **2. Definitions**

1. “Applicant” means any organization, company or individual applying for funds through the Community Development Grant, but does not include the *Village*.
2. “Council” means the elected officials for the Village of Nakusp.
3. “RDCK” means Regional District of Central Kootenay.
4. “Village” means the Corporation of the Village of Nakusp.

### **3. Guiding Principles**

1. All applications for the Community Development Grant will require a *Council* resolution approving the grant application prior to submitting to the *RDCK*.
2. *Council's* decision whether to support or deny an application is final and not eligible for reconsideration.
3. The Community Development Grant will have two (2) intakes: one (1) to be received by the *Village* on or before the last business day in February, and one (1) on or before the last business day in August of each year.
4. *Council* will consider the applications received as per section 1 of this policy, at the next scheduled Council meeting under the section of the Council meeting listed as “Action Items”.
  - a. Notwithstanding the above timelines, in 2023, *Council* will consider all applications received up to the date this policy is approved during the last meeting in April.
5. During an election year, there will only be one (1) intake for the Community Development Program Grant, and the applications will be due on the last business day in February of that year.

6. Potential approval of applications will be on a first come, first served basis; and, endorsement of applications may be provided only until allotment of funding for that year has been used up.

Funding requests submitted by applicants:

7. Applications will only be considered for *applicants* located within the Village of Nakusp boundaries.
8. An *applicant* may only submit one (1) application per calendar year.
9. The *Village* will make \$25,000 available each year to distribute through this granting program to *applicants*.
10. *Council* should not consider approving any one application for more than \$10,000 per year through the grant program.
  - a. Notwithstanding the above limit, *Council* may consider a larger funding request of a value up to \$25,000 less than the balance of the fund, provided the funding is for a project, that in *Council's* opinion, is of strategic importance to the community; however, if such a grant is provided, no other requests for funding from any other *applicants* may be considered for that calendar year.
11. *Council* may approve all or only a portion of the funding requested by an *applicant*.
12. *Council* may, at its discretion, request that an *applicant* provide a delegation to *Council* before a decision is rendered.

Funding requests submitted by the Village:

13. At *Council's* discretion, the *Village* may submit an application for up-to the entire balance of funds available in the grant reserve, minus \$25,000.
14. An application submitted by the *Village* shall not be restrained by any of the timelines or guiding principles stated in sections 3.3, 4.4, or 3.7 through 3.12 of this policy.
15. Applications must be for projects or programs that would otherwise need to be paid for through taxation and may not be for ongoing operational expenses for longer than one (1) fiscal year.

Community Development Grant Criteria:

- Must be for social, economic and/or environmental wellbeing of Nakusp citizens
- Must be for the good of the Community (not an individual person benefitting)
- Applicants must notify Municipal Director prior to submitting an application
- Applicants must have the support of the Municipal Director prior to submitting an application

**Adopted: April 12, 2023**

**Revised:**

---

Mayor

---

CAO