




City of Langford

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Policy Name: City of Langford Funding Request Policy <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment (Replaces Grant in Aid Policy)	DEPARTMENT: Finance Governance/Corporate Policy and Planning POLICY NO: POL-0147-FIN – Funding Request Policy
<p><u>New Policy</u> The purpose of this policy is to communicate guidelines for funding contribution consideration, including in-kind contributions.</p> <p>Each year, council has the authority to grant funding based on individual requests.</p> <p>Closing date for requests is January 15th in the current calendar year.</p> <p>Fee for Service provided for annual programs will be released at time of approval by Council.</p> <p>Eligibility Criteria To be considered for request, the following criteria must be met:</p> <ol style="list-style-type: none"> 1. Request submitted to the City of Langford with all required documentation must be received by January 15th (current year request). 2. There will be no retroactive fees paid. 3. Preference will be provided to applications from organizations based in Langford or those that provide a service to Langford residents. 4. No fee request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the application. 5. Any direct or indirect benefit from a permissive tax exemption must be declared in the application 6. No fee request will be considered if a previous fee was provided and the conditions of the funding specified in this policy or by resolution of Council were not complied with. 7. City fees cannot be used by the receiving organization to issue grants to another entity/individual. <p>Application Guidelines The application must include:</p> <ol style="list-style-type: none"> 1. Name of organization and contact information; 2. Amount being requested and any previous requests; 3. Organizations mandate, project description and purposes, benefit to Langford and budget details <p>Assessment Process</p> <ol style="list-style-type: none"> 1. All requests will be forwarded to the Finance and Administration Committee for consideration 2. The Committee will make recommendations on funding to Council 3. Applicants will be notified of acceptance/rejection 	
Adopted by Council Meeting Date: February 16 th , 2015	<p style="text-align: center;">CERTIFIED CORRECT</p> <div style="text-align: center;">  <hr/> Administrator </div> <p style="text-align: right;">Date: February 16th, 2015</p>