



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.02
GRANTS	DATE ADOPTED: April 15, 1997 AMENDMENTS: June 19, 2006 August 16, 2010 April 6, 2021

1. PURPOSE

The purpose of this policy is to provide Council with opportunity to consider the level of support it wishes to provide to community groups offering events and services that facilitate the arts, cultural, recreational, environmental enhancement or social service functions that benefit Harrison Hot Springs residents.

2. POLICY

- a. Groups requesting financial support from Council must submit their application to the Village Office between March 1st - March 31st and include in their application the following:
 - i. How the money will be expended;
 - ii. How the grant will assist Council in achieving its objective;
 - iii. The anticipated benefit to the Harrison Community; and
 - iv. Include the most recent financial information detailing the organizations activities.
- b. Staff will review all applications on the basis of need and contribution to the general community and provide recommendations to Council after the adoption of the annual budget.
- c. Applicants will be notified by staff of their grant status following Council's decision.
- d. The grant will be paid to the applicant no sooner than July 2nd. In consultation with the applicant, the Financial Officer will determine when the grant will be paid based on financial need/cash flow of the organization.
- e. By January 31st of the following year, the organization will provide an accounting of how the grant funding has been used.
- f. If the group fails to provide the accounting of funds to the satisfaction of the Financial Officer or does not expend the funds as initially intended unless otherwise approved by Council, the group may not be eligible for consideration for future grants.