



## SECHELT INDIAN GOVERNMENT DISTRICT

### GRANT IN AID PROCEDURE

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The Sechelt Indian Government District Council Contingency and Grant in Aid Policy provide the basis for the Grant in Aid Procedure.

As stated in the Policy, Council's Contingency budget covers incidental or unusual expenses that are not provided for elsewhere in the budget. This can include the provision of donations for funding requests that are received outside the Grant in Aid application timeline. The expenditure would be approved by resolution of Council.

#### Grant in Aid

1. The total Grant in Aid budget is set annually in the SIGD budget and five year financial plan.
2. Council may determine a portion of the Grant in Aid budget to be directly awarded (application not required). The organization and amount of the Grant in Aid will be approved at the time the annual budget is approved.
3. The balance of the Grant in Aid budget requires an application which must be submitted by June 30<sup>th</sup>.
4. Eligible applications (see Council Contingency and Grant in Aid Policy) will be reviewed by a committee comprised of three members of Council and a SIGD staff member.
5. The committee will recommend the organizations and amount of Grant in Aid to Council at the August meeting for approval.
6. All organizations (including direct awards) receiving a Grant in Aid must provide a report on the use of funds by March 1<sup>st</sup> of the following year. If the organization does not submit a report they will not be eligible for another Grant in Aid.