




# City of Langford

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