

POLICY MANUAL

Gabriola Auxiliary for Island Health Care Society

Category: Administration
Policy Number: 1A-a
Item: Grant Application Form & Requirements
Responsibility: Secretary
Date: August 21, 2024

Purpose:

To clarify the Board's position regarding grant applications.

Policy:

The Board of Directors recognize the various needs and requests for grants under different circumstances, however, grants cannot be used for wages. It has been advised that granting \$ for wages could constitute that we are then employers, and are liable for wcb etc.

Procedure: Any grant application which includes payments for employees directly, will automatically be return to the application for \$ adjustments.

Deadline for submission of grant application shall be September 15th of each year. The grant request shall include the following information:
Legal name, address, email, and registration number of organization making the request. Contact person responsible for organization, their title, email, etc.

A grant request for under \$1500 from other "not for profit" organizations may be made to the Borad for immediate consideration providing the information requested above is submitted.

POLICY MANUAL

Gabriola Auxiliary for Island Health Care Society

Category: Administration
Policy Number: 1A-b
Item: Policy Administration
Responsibility: Secretary
Date: Updated August 21, 2024

Purpose:

To ensure the successful grant applicants are notified in a timely manner, and to enable grants to be recorded in the current financial year.

Policy:

All successful grant applicants will be notified by the Secretary, cheques issued by the treasurer.

Procedure:

After the special meeting to consider grant requests, the Secretary will record the successful applicant information. Using this information, the Treasurer will then issue cheques to the applicants in accordance with the Board's decisions as to the actual amounts granted. The Secretary will then issue letters of congratulations & include the cheques. Canada post services can be utilized so there is a record on file as to when & how these were sent.