

GRANT POLICY

Gabriola Auxiliary for Island Health Care Society

Category: Administration
Policy Number: 1A-a
Item: Grant Applications Form & Requirements
Responsibility: Secretary
Date: July 24, 2023
Revised & Approved July 24, 2023

Purpose:

The Board of Directors recognize the various needs and requests for grants under different circumstances, however, grants cannot be used for wages.

1. Process of Requesting any **Annual Grant** is as follows:
 - a) Deadline for submission of grant application shall be September 15th each year.
 - b) The grant request shall include the following information:
 - Date of application
 - Legal name, Registration # , address and email of organization making the request.
 - Name, phone, position in organization & contact information of contact person.
 - Amount of money requested
 - Description of project and how funds will be used.
 - Budget of project
 - c) Signed release for the Auxiliary to use information for promotional & press releases, indicating the Auxiliary's contribution to project.
 - d) Additional information. Letters of support, additional funders, who would directly benefit on Gabriola if appropriate.

2. Process for requesting **Special Circumstances Grants**.

- a) Grant request from other “not for profit organizations” limited to \$1500 may be made to the Board for immediate consideration provided the criteria as outlined under 1. a) to d) are met.
- b) Emergency grant requests of \$500 could be considered on a one time need basis if requested by the appropriate community resource, while awaiting the resource to assume responsibility.

ANNUAL GRANT POLICY

Gabriola Auxiliary for Island Health Care Society

Category: Administration
Number: 1A-b
Item: Policy Administration
Responsibility: President
Date: June 17th 2023
Revised & Approved June 19, 2023

Purpose:

To determine criteria & Process for Approval of Grants

Policy:

The Board shall be guided by the below listed requirements to grant any aid or grant.

Procedure:

1. Applicant must be a registered BC Not for Profit society operating on Gabriola.
2. The applicant must provide all the information listed in Grant application.
3. The project must be consistent with the goals and mission of the Auxiliary to support healthcare programs & patient comfort services on Gabriola.
4. The Auxiliary reserves the right to recommend approval for full or partial funding of any grant.
5. The Board's deliberations will be in camera and kept confidential.
6. Applicants who are successful will be notified by the Board by September 30th of the current year.
7. All successful applicants will send a report of their successful completion of the project to the Board.