

POLICY MANUAL

Gabriola Auxiliary for Island Health Care Society

Category: Administration Number:

Item: Grant Policy Date: May 2015

Purpose: Funds deemed to be surplus to the Auxiliary by the Directors may be given as grants to other BC not-for-profit

societies operating on Gabriola Island and benefiting Gabriola residents if, by the grant, the mission of the Auxiliary is fulfilled.

A. Process of Requesting Grants from the Auxiliary

1) Deadline for submission of grant application shall be September 30 each year.

2) (a) Recognizing that special circumstances may arise from time to time, grant requests from other not-for-profit organizations for no more than \$1000.00 may be made to the Board for immediate consideration at any time of the year.

(b) Emergency requests from individuals would be directed to the appropriate community resource. Immediate assistance of up to \$500.00 could be considered on a one time basis if the need is urgent and time is needed for the other resource to assume responsibility.

3) The grant requests shall include the following information:

a. date of application

b. legal name, address and email of organization making the request, name, phone number and email of contact person

c. the amount of money requested

d. the reason for the request and a description of the project and an outline of how the funds will be used

e. if deemed appropriate, an agreement by the requestor to publish, or allow the Auxiliary to publish a press

release mentioning the grant and the Auxiliary's assistance.

f. additional information that would assist the Directors in making their decision; such as: letter(s) of support, additional background, budget, other funders, etc.

Application forms can be downloaded at: www.gabriola-auxiliary.org.

B. Criteria and Process for Approval

1) Applicant must be a registered BC not-for-profit society operating on Gabriola Island.

2) The applicant must provide all the information listed in A.3 a-d above

3) The project must be consistent with the Goals and mission of the Auxiliary: to support healthcare programs and

patient comfort services on Gabriola.

4) The deliberations of the Directors is done in-camera and kept confidential.

5) The Board shall review all applications and make recommendations for a vote of the membership at the Annual

General Meeting.

6) The Auxiliary reserves the right to recommend approval for full or partial funding of any requested grant.

7) Applicants shall be notified of the recommendation of the Board by October 30th of the current year.

8) All successful applicants shall report back to the Auxiliary on the overall success of the project.