

FACILITY RENTAL FEE GRANTS

PROCEDURE No. H.13.1.ALL

Council Adoption Date: March 27, 2017 (Original)
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PROCEDURE

The Parks, Recreation & Culture department administers the Facility Rental Fee Grants program. Facility Rental Fee Grant requests over \$3,000 that meet the policy criteria will be forwarded to Council for approval. Requests that do not fit the criteria will also require Council approval if staff are instructed to move forward with the application. Staff will approve applications that meet the policy criteria and do not exceed \$3,000.

All Facility Rental Fee Grant requests must be submitted through the online form available on the City of Delta's official website. The online form web address can be found in the attachments.

Approved Facility Rental Fee Grants will be paid by the City of Delta ("City") to the registered Delta not-for-profit society or registered charitable organization and/or group; the society, or registered charitable organization and/or group will be invoiced and required to pay the full amount of the facility or Showstage rental fee regardless of the size of grant received.

Any qualifying group whose Facility Rental Fee Grant request is denied may appeal directly to Council.

DEFINITIONS

Qualifying Group

A qualifying group is located in the City, and is a recognized Delta not-for-profit society or registered charitable organization and/or group, and has in its purpose the social, cultural or recreational betterment of the residents of the City or a specific group or class of persons within the City.

Alternatively, a qualifying group may be an organization considered by Council to be contributing to the general interest and advantage of the City. Examples could include those groups that contribute to arts, culture and heritage, and who have within their group a significant representation of local arts, culture and heritage participants.



Qualifying Community Events, Projects, Programs or Services (collectively, "Activity")

A qualifying community Activity is of a non-commercial nature and provides a significant benefit to the residents of the City, the dominant purpose of which is to benefit the City as a whole.

Grant Criteria

Grants provided under this policy will be for 100% of the facility or Showstage rental fee associated with the Activity.

The applicant must provide details on the purpose of the Activity, how it will benefit the City and its residents, and the applicant must provide a budget for the event, including a disclosure of all sources of funding.

Any Delta not-for-profit society or registered charitable organization and/or group that charges a fee to attend an annual Activity, or if the Activity is not open to the larger community, can only submit an application once annually for this type of Activity.

Facility Rental Fee Grants for fundraising purposes must solely benefit the organization seeking the grant.

The Activity must be open to all residents, or a group or class of residents, of the City.

Eligible groups are responsible for all Federal tariffs, as may be applicable.

The approved applicant must acknowledge the financial contribution made by the City in support of the Activity.

All grants are subject to a maximum limit established by Council; if the annual budgeted funds for grants are exhausted, no further grants will be approved in that year without the consent of Council.

Exclusions from Eligibility

- Applications from individuals
- An Activity that restricts attendance by the community
- Expenses related to attendance at a seminar, workshop, symposium or conference



- Agencies that primarily fund other organizations
- Requests for travel assistance, administration costs in hosting an Activity or general operating funds
- An Activity that charges a fee to participate (exception being an annual Activity as described above)
- An Activity that is staggered (i.e. weekly and/or monthly gatherings)
- Non-Delta not-for-profit society or registered charitable organization and/or group
- 3rd party fundraising requests

Additional Facility Rental Fee Grants:

The City's annual community celebrations (i.e. North Delta Family Canada Day, Ladner May Days, and Tsawwassen Sun Festival, etc.) are dealt with separately by Council policy and are not covered by this policy.

Dry Grads for Delta secondary schools are eligible for a Facility Rental Fee Grant of 100% up to a maximum of \$2000 for use of the City's Parks, Recreation & Culture facilities.

ATTACHMENT

Facility Rental Fee Grant Online Application Form -
<https://www.delta.ca/form/facilityrentalfeegrant>

