

# Village of Cache Creek

## Policy No. B-2

### Cache Creek Community Fund and Grant In Aid Policy

**Date Approved by Council:**

January 11, 1988  
November 28, 2005

**Effective:**

January 11, 1988  
November 28, 2005

**Date Amended by Council:**

Sept 6, 2022

**Effective:**

Sept 6, 2022

**Purpose:**

In 2021, the Village of Cache Creek established the Cache Creek Community Fund. This fund has been established to improve the social, cultural, artistic, educational, and recreational well-being of the residents of Cache Creek. The fund provides grants to community organizations for projects that will benefit residents. All community grants are administered through the Cache Creek Community Fund Committee and is the sole organization responsible for all grant and donation requests directed to the Village of Cache Creek.

**Policy:**

As the Village of Cache Creek has limited financial resources available, the Village does not budget funds to provide:

- Funding support to community organizations
- Financial contributions to fundraising events
- Support for funding initiatives that seek advertising within a publication or other media
- Bursaries

All funding requests will be directed towards the Cache Creek Community Fund Committee. Funding requests will only be accepted with a completed Cache Creek Community Fund Application Form (Appendix A)

The Cache Creek Community Fund will have two intake periods per year. The interest received from the fund in the spring of any given year will be divided in two halves, with one half serving as the funding source for the fall of the same year, and the other half as the funding source for the spring of the next year. Unused funds from each intake period will be rolled over to the next intake.

# Cache Creek Community Fund

## GRANT APPLICATION GUIDELINES

Through the Cache Creek Community Fund, the Village of Cache Creek is interested in exploring ways to address community needs sensitive to the social, cultural, artistic, educational, and recreational well-being of the residents of Cache Creek.

The Cache Creek Community Fund Committee will review the grant proposals and put forward grant approval recommendations to the Village of Cache Creek Council.

A final report is required upon completion of the project and shall include a detailed financial report.

## ELIGIBILITY CRITERIA

In order to have a grant application considered for the Cache Creek Community Fund, applicants must meet the following eligibility criteria:

- Volunteer, not for profit, registered societies, educational groups, or service clubs that service Cache Creek

In-eligible applicants for a Cache Creek Community Fund Grant include:

- Businesses; or
- Any organization that has an outstanding final report from a previous grant.

## GUIDING PRINCIPLES

The Cache Creek Community Fund will fund specific projects that have a defined beginning and end, with readily identifiable goals. Priority will be given to non-annual events and new applicants.

## WHAT WE FUND

Assessment and evaluation of requests for funding through the Cache Creek Community Fund bases its decision on the following criteria:

- Up to one hundred percent (100%) of the project costs, to a maximum contribution of \$500.00 and up to fifty percent (50%) of project costs, to a maximum contribution of \$1000.00 dependent on demand and project priority;
- Projects that focus on social, cultural, artistic, educational, and recreational activities;
- Projects encourage broad community support and participation;
- Projects help create and strengthen community networks between neighbors and/or organizations; and
- Projects will be for new initiatives and not for ongoing operational expenses.
- One Bursary per year in the amount of \$500.00 to Desert Sands Community School that is to be awarded to a Cache Creek student.

## WHAT WE DO NOT FUND

The following activities are not eligible for funding and therefore consideration of such requests will not occur:

- An organization's ongoing operational or core expenses; retroactive funding, or any project expenses incurred prior to the grant funding decision;

## Appendix A – Cache Creek Community Fund Application Form

- The cost of municipal services, for example, property taxes or fees at a municipal facility;
- Debt retirement or reserves; mortgage pay-downs;
- Travel to, or attendance at conferences or symposia;
- Office equipment and furniture;
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes, unless the community at large will benefit significantly;
- Sabbatical leaves, student exchanges;
- Medical facilities or equipment;
- Bursaries, scholarships and awards (beyond the one per year)
- School trips or equipment;
- Any project considered a fundraising activity.

### HOW TO APPLY

Complete the application form and return it to the Village of Cache Creek – Attention: Cache Creek Community Fund Committee, prior to the deadline.

For consideration, funding applications must be completed in full and must include the following attachments:

- Prior year's financial statements to demonstrate fiscal responsibility and management if the applicant is a group or organization
- Other relevant supporting documentation such as letters of support

### WHERE TO APPLY

Hand Delivered to Cache Creek Municipal Hall – Attention Cache Creek Community Fund Committee, or  
Mailed to the Village of Cache Creek, Box 7, Cache Creek, B.C., V0K 1H0 or  
Emailed to [admin@cachecreek.ca](mailto:admin@cachecreek.ca)

### WHEN TO APPLY

Funding decisions are determined twice a year. The deadlines are March 15<sup>th</sup> and September 15<sup>th</sup>. Your organization may submit the formal proposal any time prior to the deadline. Funding announcements will occur prior to April 30<sup>th</sup> and October 31<sup>st</sup>, respectively.

### FINAL REPORT GUIDELINES

If your application is approved and funding is received, a Final Report is expected within 60 days of project completion. The following items are expected to be included in a final report:

- A brief description of the project;
- Finalized project financials;
- Photos of project completion;
- Total number of volunteers that participated, and total of their hours;
- A list of other partner organizations.

Projects not undertaken must be returned.

## Cache Creek Community Fund Grant Application

1 Tell us about yourself or your organization	
1.1 Year organization was established (yyyy/mm) If applicable	
2 Please specify how this project will improve the community.	
2.1 How did you identify this project as a priority?	
3 List other organizations or individuals you are working with	
4 Describe what activities will be undertaken	

<p>5 Capital requests only – Why are these upgrades or additional equipment necessary?</p>
<p>6 What is the timeline and completion date of your project?</p>
<p>7 List of organizations board of directors/volunteers</p>
<p>8 Other information required to be attached</p>
<p>Prior years financial statement if applicable</p>
<p>Letters of support from other organizations if available</p>
<p>Documentation confirming funding from other organizations if applicable</p>
<p>Other documentation that is pertinent to your application</p>
<p>•</p>
<p>•</p>
<p>•</p>

Appendix A – Cache Creek Community Fund Application Form

Expenditures	Description	Total \$ Cost	\$ Amount from Fund
Salaries / Benefits			
Professional fees, honoraria			
Rent/utilities/telephone			
Equipment/supplies/postage			
Printing/photocopying			
Travel			
Publicity/promotion			
Production costs			
Capital (specify)			
Other (specify)			
<sup>1</sup> Total Expenditure			

<sup>1</sup> Total expenditures must equal total revenue

Appendix A – Cache Creek Community Fund Application Form

Revenue	Assured \$	Potential \$	Total \$	Contact/Tel No.
Cache Creek Fund				
Organization's Contribution				
Cash/Donations				
In-kind contributions  (Describe each 'In-kind' contribution - attach additional page if necessary)				
Volunteer hours \$  (one volunteer hour= \$25)				
Other Funding Agencies  (‘Other Funding Agencies’ listed must have copies of supporting documentation attached to the budget)				
<sup>2</sup> Total Revenue  (50% of total revenue must be ‘assured’ at time of application)				

<sup>2</sup> Total Revenue must equal total expenditures