

Fee for Service Grant Application

This application form is for **Non-profit Organizations or Community Contribution Companies** applying for a Fee for Service grant. To ensure your application is considered, please complete and return the form with all required documentation by **December 31, 2024**.

SECTION 1 - ORGANIZATION INFORMATION:	
Organization Name:	CRA/Society Act/Charity Registration Number:
Contact Person:	Phone Number:
Address of Organization:	
Mailing Address (if different than above):	

SECTION 2 – SUPPORTING DOCUMENTATION CHECKLIST (ATTACH COPIES TO APPLICATION):
<ul style="list-style-type: none"> <input type="checkbox"/> Constitution, Bylaws and Society/Charity certification (if not previously provided or if changes have occurred); <input type="checkbox"/> Current list of board members; <input type="checkbox"/> Number of employees, their titles, and number of hours paid per year (full time and part time); <input type="checkbox"/> Previous years' meeting minutes and annual general meeting minutes, (including manager's report, if applicable); <input type="checkbox"/> Detailed proposed budget for the current year, listing revenue/expenses and all other grants and donations; <input type="checkbox"/> Audited financial statements for the previous fiscal year; <input type="checkbox"/> Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and <input type="checkbox"/> Identification of the name and position of any individuals who receive payment from the fee for service funds, (salaries, honorariums or contracts) together with the amount of compensation each receives. <p>Please note that the provided documents will be made public on a Council agenda.</p>

SECTION 3 – DECLARATION BY AUTHORIZED SIGNATORY:	
<p>I hereby certify that I have read the City of Fort St. John Community Grants Policy No. 105, that <u>the application complies with its requirements</u>, and that the information contained in the application is complete and correct.</p> <p>I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may occur against the City and its employees in consequence of and incidental to, the granting if this exemption, if issued. I further agree to conform to all requirements of the applicable bylaw and all other statutes and all other bylaws in force in the City of Fort St. John.</p> <p>IF THERE IS A CHANGE IN THE STATUS OF YOUR ORGANIZATION, THE CITY OF FORT ST. JOHN <u>MUST</u> BE NOTIFIED.</p>	
Signature:	Date:
Name (please print):	Title:

SECTION 4 – USE OF FUNDS DETAILS:

Grant amount being requested: \$ _____ annually

How will the City of Fort St. John and its contribution be recognized by your organization? _____

SECTION 5 - DETAILS OF SERVICES: (use a separate sheet if required)

1. What services will be provided; how do those services align with the City of Fort St. John’s Official Community Plan and Strategic Plan?

2. Number of Fort St. John residents annually served by your organization: _____

3. Describe how your organization would utilize the grant funds and how it would benefit the community:

4. If Fee for Service funding is not available, how would your organization provide the services indicated above in question No. 1; what aspect of those services would be most significantly impacted?

5. What other community support or sponsorship exists for your organization?

6. If Fee for Service funds are provided to your organization, what metrics will your organization track and report to highlight the outcomes or impacts of the Fee for Service?

Eligibility Criteria

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with the delivery of services to the community that the City would otherwise deliver as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term Fee for Service does not imply that the City's contribution is intended to be a 100% contribution.

Grant applications must be consistent with the City of Fort St. John's aims, objectives, and standards and must not conflict with any City policies.

Once the application is submitted, staff will prepare a report to Council to be included on a Regular Council meeting agenda. Organizations may be required to present to Council at a Committee of the Whole meeting. Staff will prepare a Fee for Service agreement for up to three years. The organization and the City of Fort St. John will sign this agreement.

Ensure your Application Declaration on the front page is signed and dated. The City of Fort St. John may contact you to request additional information or clarification to support your application. If you require further information, please contact City Hall at 250-787-8150.

The personal information on this form is collected for the purpose of an operating program of the City of Fort St. John as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Corporate Officer at 250-787-5796.