



Pemberton Music Festival Community Fund Granting Policy

Created By:	<u>Sheena Fraser & Paige MacWilliam</u>	Amended By:	<u>PMFCF Committee</u>
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POLICY PURPOSE

The following provides the criteria and process for applications to the Pemberton Music Festival Community Fund (PMFCF). The primary goal of the PMFCF is to support community organizations within the Pemberton Valley.

DEFINITIONS

For the purposes of this policy the following definitions apply:

Community Organizations means Village of Pemberton, Lil'wat Nation and Squamish Lillooet Regional District (SLRD) Area C (including Birken, D'Arcy and N'quatqua) based non-profit groups, societies, committees, associations and organizations which promote positive and non-discriminatory community-minded interests.

Legacy means something that is lasting and is of significance to the general community.

GRANT OBJECTIVE

The PMFCF will provide funding to Community Organizations based within the General Community as defined above that are considered by the Committee to be contributing to the general community or the enhancement of agriculture within the Pemberton Valley. The funding will be granted in a fair manner.

The funds available for grants will be provided by HUKA Entertainment according to an agreed upon ticket sales formula. The PMFCF will be divided as follows:

- 40% Legacy Fund – for projects or programs that create a legacy for the general community with a focus on agriculture and/or arts and culture; health; recreation; or other priorities determined by the PMFCF Committee.
- 60% Community & Agricultural Fund – for projects or programs that focus on agriculture and/or arts and culture; health; social services; children and youth; education; seniors; recreation; or other priorities determined by the PMFCF Committee.

PMFCF may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at the discretion of the PMFCF Committee.



Each year, an amount up to but not to exceed \$3,000, will be allocated from the funds provided by HUKA Entertainment to the Village of Pemberton to cover costs associated with the administration, advertising and management of the PMFCF. Any funds unexpended for this purpose will be transferred to the Legacy Fund at the end of each calendar year. Forty percent (40%) of the funds collected each year will be allocated to the Legacy Fund (amended May 4, 2016).

All funds remaining in the Community & Agricultural Fund at the end of each calendar year will be transferred to the Legacy Fund.

SELECTION COMMITTEE

PMFCF recipients will be selected by the PMFCF Committee. Please refer to the Terms of Reference for the PMFCF Committee for more specific information.

GRANTING POLICIES

1. Applicants must be a Community Organization, as defined above, that have been in operation for a minimum of two (2) years, and have a bank account in the name of the organization.
2. Grants are awarded for a definite purpose and for projects/programs covering a specific period of time. Multi-year grants will not be considered.
3. Preference will be given to:
 - a. Projects/programs that fall within the established Community & Agricultural Fund priorities and the Legacy Fund priorities.
 - b. Projects/programs that have not previously been selected for grant funding.
 - c. Applicants who can demonstrate support from volunteers and in-kind or financial contributions through fundraising or from other community organizations, grant programs or the business community.
4. The PMFCF Committee will determine the size and number of grants to be allocated each year based on the availability of funds.
5. The maximum contribution to any project/program will be determined by the PMFCF Committee.
6. Grants shall not be approved to any community organizations for:
 - a. For-profit (commercial) activities



- b. Retroactive funding, for any project expenses to be incurred prior to approval of funding
 - c. Debt retirement or reserves, mortgage pay-downs
 - d. Prize money
 - e. Operations or core expenses
 - f. Activities of direct religious purposes
 - g. Office equipment or furniture
 - h. General fundraising
 - i. Sabbatical leaves or student exchanges
 - j. Salaries, wages, honorariums or other professional fees
7. Grants shall not be approved to applicant organizations that, in the opinion of the PMFCF Committee, are sufficiently funded to achieve their purpose.
 8. Changes to project scope must be approved by the PMFCF Committee. Organizations may be required to submit a new application outlining the new project scope.
 9. Requests for funds are reviewed on annual basis each fall and are not to be considered by applicants as an automatic, on-going source of annual funding. Renewals or increases in funding are not automatic.
 10. The PMFCF Selection Committee shall have the discretion to waive any of the above terms.

GRANTING PROCEDURE

1. Each year in June an advertisement will be placed in the local papers, on the Village website, Facebook Page, eNews and other media sources utilized by the Village reminding community organizations of the granting priorities and that the PMFCF will be accepting applications in September. This reminder will be sent out to individual community organizations through the Village's contact list.
2. Each August, after the conclusion of the Pemberton Music Festival, the Village will place a call for applications for funding in the local papers, on the Village website, Facebook Page, eNews and other media sources utilized by the Village noting the September submission deadline. This call for applications will be sent out to individual community organizations through the Village's contact list.
3. Funding requests must be submitted in writing using the form prescribed by midnight **September 30th** of each year for consideration by the PMFCF Committee.



4. Applicants must demonstrate:

- a. **Community & Agricultural Fund** – the benefit of their application to the general community through projects or programs that meet the priorities as determined by the PMFCF Committee.
- b. **Legacy Fund** – the benefit of their application to the general community through projects or programs that have a lasting impact and that meet the priorities as determined by the PMFCF Committee. This fund may not be distributed each year.

5. Applicants must include the following information as part of the application:

- a. Cover letter noting from which Fund support is being sought (Community and Agricultural or Legacy), outline of the project/program and timelines and details as to how the project will be of benefit to the community and/or agriculture.
- b. Completed application form.
- c. Copy of the organizations Society or Charitable status (if applicable) or proof of bank account in the name of the community organization.
- d. Current Annual Financial Statement and/or up to date financial information.
- e. Detailed project budget that includes revenues and expenses and identifies how the grant will be spent.
- f. Proof of in-kind and/or financial donations from other sources.

2. Applicants are encouraged to include in the application the following:

- a. Letters of Support.
- b. Other information that may be relevant as determined by the applicant.

AFTER GRANT REQUESTS HAVE BEEN CONSIDERED:

1. All funding applicants will receive written notification of the PMFCF Committee's decision in **December** of each year.
2. Successful recipients will be required to sign a Grant Agreement prior to any funds being released.



3. Upon receipt of the signed Grant Agreement the Village of Pemberton will arrange for fund dispersal.
4. In December, the Village of Pemberton will arrange for an announcement of the list of successful submissions through a Press Release after all applicants have been notified.
5. Applicants will be required to submit a final report which reflects the spending of the grant funds within (30 days) of the completion of the project/program or purpose to which the grant funds were approved. Applicants who do not meet this reporting requirement may be excluded from reapplying for the PMFCF.