



<b>Policy:</b>	2.1.14
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	March 13, 2018
<b>Amendment Date(s):</b>	
<b>Policy Holder:</b>	Director of Local Planning Services

## HISTORY, HERITAGE AND CONSERVATION GRANTS-IN-AID

### Purpose

1. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies engaging in activities to gain knowledge about the history and heritage of the Islands Trust Area, and to increase public awareness, understanding and appreciation of that history and heritage.
2. To provide support and give financial assistance to individuals, groups, organizations, First Nations, or agencies conserving heritage property.

### 1. Background

- 1.1. Section 8(2) of the *Islands Trust Act* establishes the discretionary powers of Trust Council. Under Section 8(2)(f) Trust Council may “engage in activities to gain knowledge about the history and heritage of the Trust Area and to increase public awareness, understanding and appreciation of that history and heritage”. Under Section 8(2)(g) Trust Council may conserve heritage property.
- 1.2. Section 8(2)(h) of the *Islands Trust Act* allows Council to support and give financial assistance to activities referred to under Section 8(2)(f) and 8(2)(g) that are undertaken by others in the Islands Trust Area.

### 2. Policy for Granting Funds to Others

- 2.1. Funding will be considered on request by individuals, groups, organizations, First Nations, or agencies. Approved grants will be considered at the next available Executive Committee meeting taking place a minimum of three weeks after receipt of the application.
- 2.2. Any individual, group, organization, First Nation, or agency is eligible to receive funding for:
  - 2.2.1. undertaking activities to gain knowledge about the history and heritage of the Trust Area; and/or
  - 2.2.2. undertaking activities that increase public awareness, understanding and appreciation of the history and heritage of the Trust Area; and/or
  - 2.2.3. conserving heritage property.

- 2.3. To receive funding, individuals, groups, organizations, First Nations, or agencies must make their requests for funding to the Islands Trust Executive Committee on the prescribed form (Attachment 1). The request must include the following:
  - 2.3.1. The name of the individual, group, First Nation, or agency making the request.
  - 2.3.2. The dollar amount of the funding being requested.
  - 2.3.3. Specifics about the nature of the activities as they relates to 2.2 of this policy.
  - 2.3.4. For research activities, an outline of the methodology.
  - 2.3.5. For publications, an outline of the messaging, medium of the publication and intended audience.
- 2.4. The Executive Committee will review each application at the earliest opportunity. In undertaking this work, the Executive Committee will consider the merits of the activities in the funding request and:
  - 2.4.1. the Object of the Islands Trust;
  - 2.4.2. Trust Council's Strategic Plan; and
  - 2.4.3. available funds.

### **3. Conditions of Funding**

The following are conditions of funding approval:

- 3.1. For research projects, Islands Trust staff review and approve the methodology.
- 3.2. For publications, Islands Trust staff review and ensure that the publication meets Islands Trust visual identity guidelines.
- 3.3. The individuals, groups, organizations, First Nations, or agencies must acknowledge support of Islands Trust in all printed and publication material related to the project, event or program.
- 3.4. In the event a project is not complete, the individuals, groups, organizations, First Nations, or agencies must notify the Islands Trust as soon as practical and refund any grant funds that have been provided for that project.
- 3.5. With the approval of affected local trust committees or island municipality.

**4. Funding Source**

- 4.1. For each fiscal year, Trust Council will establish a History, Heritage and Conservation Grant-in-aid budget.

**5. Legislated References**

- 5.1. *Islands Trust Act* – Section 8(2)(h).
- 5.2. Islands Trust Council Policy 6.5.3 Procurement Policy (B.5 Financial Assistance to Community Organizations and Other Groups or Individuals).
- 5.3. Islands Trust Council 2014-2018 Strategic Plan – 9.2 Improve communications about the Islands Trust Object and history.

**6. Attachments**

- 6.1. Appendix 1 – Application Form



Islands Trust

APPENDIX 1

ISLANDS TRUST

**HISTORY, HERITAGE AND CONSERVATION – GRANT-IN-AID APPLICATION FORM**

Name of Organization:	
Address of Organization:	
Full Mailing Address:	
Telephone Number:	
Email address:	
Contact Person:	
Primary purpose of organization:	
Service you provide to the community:	
Number of clients or people that use your service:	
Amount of Grant-in-aid Requested:	
Purpose of the grant-in-aid:	Conservation    History    Heritage
Describe how the grant-in-aid will be used:	
Describe how the grant-in-aid will support the object of the Islands Trust, the Islands Trust Policy Statement or an Islands Trust Strategic Plan item.	
Have you received a previous grant-in-aid from the Islands Trust:	Yes    no (if yes, please list grants received)
Applicant Signature	
Date of Signature	

<b>Internal Use Only:</b>
Date of EC Resolution:
Amount Approved:

**Collection Notice:** Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2017 Community Stewardship Awards program.

Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager at 250-405-5188.