

CAPITAL GRANTS INFORMATION SHEET

BC Council annually budgets to provide capital grants to a maximum of \$15,000, aiding councils with the construction of new buildings, additions and renovations to existing cabins and buildings, and purchases of capital improvements and major repairs to Girl Guide campsites or buildings in BC.

A council responsible for property that is planning construction of, or anticipating enhancements to, buildings, cabins or campsites, is eligible to apply for assistance from a BC Council capital grant.

The council applying for a grant **must** be prepared to match the amount for which they applied. If a district is applying, the area council must be informed and approval must be obtained prior to submitting an application.

The merit of each application is considered by the Properties Committee.

PROCEDURE

1. **Follow the BC Real Property Procedures.**
2. When planning your project make sure that all documents align with the planning process:
 - Start with the Asset Management Plan (AMP) – your project must be included in the plan for the year that you are applying for the grant.
 - Next consider your budgets – your project must be included in the budget for the project year, comparable to the estimates provided by your AMP and your grant application.
 - Look at your finances – make sure that you have sufficient funds to take on 100% of the project (grants approvals should not be considered guaranteed).
 - Then fully complete the application form – check BC Girl Guide website for the latest form.
3. Complete the capital grant application form, which is available from the provincial office, BC Guiding website, or the Area Commissioner. If applying for a grant for a project over \$10,000 (large project), BC Council must approve this project before the grant application will be considered, but both large project and grant can be applied for in the same submission.
4. Submit the completed application form to the area council(s) for approval. The application form **must** be signed by the Area Commissioner(s) prior to submission to the Properties Committee.
5. Be prepared to include (*please note that this material will not be returned*): plans, pictures, site maps; current usage statistics; asset management plans for the property; reviewed and interim financial statements for the property, the area council(s) responsible for the property (and district council(s) if the property is district-managed); project budget with detailed estimates and/or breakdown of project costs, as well operating budget for the responsible council(s); and any other information that will help the committee to understand your project.
6. If the application is approved, monies will be released to the applicant upon receipt of paid invoices and/or receipts for material and/or labour. **The grant must be disbursed by December 31 of the year for which the project has been approved (therefore the report and claim form must be submitted to the Properties Committee by November 15)**, unless there are extenuating circumstances, and the extension has been requested and approved by the Properties Committee.
7. **The chairperson of the project must submit a final report and claim form within 45 days of completion of the project.**
8. Grant application deadlines: September 30 and May 30. If your grant is for a project exceeding \$10,000, your request for approval must reach the Properties Committee 30 days prior to the capital grant application deadline. Amounts distributed to May 30 applicants will be based on the total available monies after the allocation of the grants to September 30 applicants.