

Properties Committee process for Capital Grants (and Large Projects)

- All Capital Grants will be looked at, whether all paperwork is in or not - this will allow the Properties Committee to know what is being requested and for how much.
- However, the application will not be considered for approval until all missing/incomplete information has been received. A Properties Committee representative will send a communication informing the project chair of what is missing or incomplete.
- If all the paperwork for one project is not all in or correct, this will not delay another project.
- Grants that are complete will receive their full amounts, while those that need more paperwork will end up sharing what's left.
- The Properties Committee will bring forward the large projects to Finance Committee and the Finance Committee recommends those projects be approved. They are then presented at the May or September BC Council meeting. BC Council will approve them or not. (The Capital Grant is not considered for approval until after the large project has been approved by BC Council).
- BC Council only approves the large project, not the Capital Grant. The project chairperson cannot assume that the grant is approved and/or that they will receive the full amount requested when they get large project approval.
- The Properties Committee suggests that areas and/or properties get their applications into the September BC Council meeting so they can get their requested share (of the next years funds); as applications at the next May's BC Council only take place should money be left over from September.
- In the Real Properties Procedures that large projects should be submitted at least three months prior to the proposed commencement of the project. Areas and/or properties may wish to actually apply before the deadline due date; e.g. if they want to start the project at the beginning of the summer, they should apply before the end of March. That will give the Properties Committee and BC Council sufficient time to ensure that the application is complete and get it through all the approval processes as the deadlines come up.
- There may also be circumstances where very large projects need to also go to national for approval by BC Council.
- The Properties Committee insists that you complete brand new sets of paperwork for each Capital Grant (and for large projects) and not simply "cut and paste" the information.
- This includes advising and getting the AC to sign paperwork; new applications/and information sheet will be on the website and now includes a section for the AC email and her signature. More than likely at BC Council the AC will be the one pushing to get this approved and will more than likely will be the one answering the questions of Council.
- Once approved, BC Council (Executive Assistant) will forward a letter via email to the AC, Project Chair and a cc to the Properties Chair that the large project has been approved by BC Council.
- It is after the large project(s) is approved that the Capital Grants will be approved and the amount of funds assigned. The Properties Committee will then email the AC and the Project Chair that the Capital Grant has been approved.
- ACs will receive an email to advise that the new applications are on the website – possibly by BC Council meeting.