



Policies & Procedures Manual

Policy No. 16-2020 (BP- Pemberton and District Initiative Fund)

Pemberton and District Initiative Fund Policy

Purpose

This policy establishes guidelines for the Pemberton and District Initiative Fund (“PDIF”) program which is administered by the Squamish-Lillooet Regional District (SLRD). Pursuant to associated service establishing bylaws, the service area for the PDIF program is the Village of Pemberton and all of Electoral Area C except the Wedgewoods community (the “Service Area”).

Program Objective

With Board approval based on recommendations made by the Pemberton & District Utilities and Services Committee (the “PVUS Committee”), PDIF provides funding to approved not-for-profit organizations undertaking specific initiatives that contribute to the general interest, benefit and well-being of residents of the Service Area. The PVUS Committee and the SLRD Board have the discretion to waive any term contained within this policy, except the deadline date for submitting Long-Term Funding applications (please see Attachment A).

PDIF funding is generated through taxation. The maximum annual requisition amounts for each funding stream are set in the applicable service establishing bylaw as being the greater of a specific flat rate or an amount equal to the amount that could be raised by a property value tax rate at a set rate per thousand applied to the net taxable value of land and improvements.

STREAM #1 - ECONOMIC DEVELOPMENT	
Bylaw	SLRD Pemberton and District Economic Development Service Establishing Bylaw No. 1644-2019
Types of Initiatives	Economic development and diversification; potential long-term employment creation; business development and strategy
Cost Centre #	2109
Maximum Annual Requisition Limit	The greater of \$50,000.00 OR mill rate of \$0.031 per \$1,000 of net taxable value of land and improvements

STREAM #2 - ARTS, CULTURE & RECREATION	
Bylaw	SLRD Pemberton and District Arts, Culture and Recreation Service Establishing Bylaw No. 1643-2019
Types of Initiatives	Cultural development; sports and recreation programming; arts, music, and craftsmanship programming
Cost Centre #	2108
Maximum Annual Requisition Limit	The greater of \$75,000 OR mill rate of \$0.0475 per \$1,000 of net taxable value of land and improvements

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Policies Superseded: PDCF Policy 2.13	Related Enactments:

Each year's budget will be established by the SLRD Board and incorporated into the five-year financial plan bylaw which is available on the SLRD's website.

Definitions

For the purpose of this policy, the following definitions apply:

“Arts, Culture and Recreation Initiatives” means special activities, events, projects, or programs or processes in the Service Area that further the expression or application of human creative skill and imagination and includes activities involving physical exertion. (League-based or club-based sports programs are generally not included as these are expected to be self-sustaining through membership or league fees.)

“Economic Development Initiatives” means activities, events, projects, programs or processes of creating and utilizing physical, human, financial, and social assets to generate improved and broadly shared economic well-being and quality of life for the Service Area, including strategic or business plan development.

“Initiatives” means, depending on the context, Economic Development Initiatives or Arts, Culture and Recreation Initiatives or both.

“Long-Term Funding” means funding associated with a long-term funding agreement whereby annual funding is provided over a multi-year period, not to exceed \$15,000 per year.

“One-Time Funding” means one-time funding associated with a one-time funding agreement for a specific event, program or project, not to exceed \$7,000.

“Fee Waiver Funding” means funding for support or assistance on a short-term basis to cover fee waivers or reduction in rental fees as per the [Existing Fees and Charges Bylaw](#).

“[Existing Fees and Charges Bylaw](#)” means the bylaw (or successor bylaw) that is in effect as of the date the booking request and associated fee waiver funding request is confirmed.

Priorities

In making recommendations to the SLRD Board, the PVUS Committee will consider whether funding applications:

- support or facilitate Economic Development Initiatives that contribute to employment opportunities for the Service Area, enhance local businesses and the local tourism industry or build upon existing local strengths and partnerships;
- support or facilitate Arts, Culture and Recreation Initiatives that foster a supportive environment for developing opportunities or strengthen and enhance well-being;

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- offer a unique experience not duplicated by other organizations;
- offer Initiatives that are open and accessible to the public;
- promote volunteer participation and resident involvement;
- use new approaches and techniques in addressing community needs;
- contribute towards achieving financial independence of the applicant with the aim of achieving self-reliance.

In addition, for grants of \$1,500 or more, the PVUS Committee will consider prioritizing applications that leverage funding to create additional financial value (i.e. funding from other governments or sources; corporate sponsorships; matching funds from the applicant; and in kind contributions from sources other than the applicant).

(Please note that if funding has already been provided through PDIF, applicants cannot apply for funding through the Village of Pemberton's Community Enhancement Fund.)

Applicants

Applicants must be individuals, community groups, or not-for-profit organizations and demonstrate fiscal responsibility and community commitment by raising a minimum of 50% of their annual budget from sources other than PDIF funding (unless requesting less than \$1,500). The SLRD and the Village of Pemberton may be applicants for PDIF. Commercial or for-profit organizations cannot apply.

Applicants should determine which of the two funding streams (Economic Development or Arts, Culture & Recreation as noted above) their application falls under. Please contact SLRD staff who are pleased to assist applicants in making this determination. When considering a funding application, the PVUS Committee has the discretion to assign or re-assign a funding application to one or the other funding stream that it considers most appropriate in the circumstances.

Expenditures

To the extent possible, applicants should seek to employ or utilize local services, products and labour.

PDIF funding may be used for the following items:

- wages
- honourariums

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- contracted services
- promotions and marketing
- equipment, tools or supplies
- reductions or waivers of rental fees as per the Existing Fees and Charges Bylaw.

PDIF funding cannot be used for the following items:

- any expenses incurred prior to approval of PDIF funding
- debt retirement
- reserve or general revenue contributions
- mortgage or financing pay-downs
- ongoing fundamental operations of league-based or club-based sports programs
- prize money
- purchase of alcohol or cannabis
- large-scale capital and public infrastructure projects unless:
 - there are confirmed matching funds from other funding sources;
 - PDIF has sufficient funding to cover such projects; and
 - otherwise acceptable for recommendation by the PVUS Committee to SLRD Board for approval. (Please contact SLRD staff to discuss.)

Approval Process

Funding applications for Long-Term Funding and One-Time Funding will be considered for approval by the SLRD Board based on recommendations from the PVUS Committee.

The SLRD aims to set aside approximately 25% of total annual service funding to provide for One-Time Funding, but does not guarantee this amount. Any funds set aside for One-Time Funding that remain undisbursed at the end of the fiscal year will carry over as PDIF surplus funds in the subsequent fiscal year.

The amount of funding allocated for Fee Waiver Requests is \$5,000 in *each* of the funding

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streams (Arts, Culture & Recreation and Economic Development). Any funds allocated for Fee Waiver Funding that remain undisbursed at the end of the fiscal year will carry over as PDIF surplus funds in the subsequent fiscal year. Applications for Fee Waiver Funding may be approved by the SLRD's Project and Program Coordinator up to the amount allocated for this purpose. Funds for fee waivers approved in this manner will be transferred directly from the SLRD to the Village of Pemberton in accordance with previously-made arrangements made for this funding.

Recognition

Successful applicants are encouraged to recognize PDIF funding publicly when appropriate. Recognition could include use of the SLRD and Village of Pemberton logos (in accordance with each organization's logo use guidelines).

Guidelines and Forms

Additional information about each funding type (Long-Term Funding, One-Time Funding, Fee Waivers) is contained with the following guidelines and forms:

Attachment A - Guidelines and Forms – Long-Term Funding

- Long-Term Funding Details
- Application Form
- Annual Progress Reporting Form
- Final Reporting Form

Attachment B – Guidelines and Forms – One-Time Funding

- One-Time Funding Details
- Application Form
- Final Reporting Form

Attachment C – Guidelines and Forms – Fee Waiver Funding

- Fee Waiver Funding Details
- Application Form

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Attachment A to Pemberton and District Initiative Fund Policy No. 16-2020

LONG-TERM FUNDING

The following documents are attached to this package:

1. Guidelines
2. Application Form
3. Annual Progress Report
4. Final Report

For more information or assistance, please visit <https://www.slrd.bc.ca/services/financial-services/grants-awards/pemberton-and-district-initiative-fund> or contact info@slrd.bc.ca



Guidelines for Long-Term Funding

Pemberton and District Initiative Fund

*** Long-Term Funding approval is subject to availability of funds ***

When are Long-Term Funding Applications Due?

- Applicants must submit Long-Term Funding applications using the prescribed application form (part of this document) **by 4:00 PM on October 15th** of any given year in order to be eligible for consideration in the following year's budget allocation.
- The SLRD is unable to consider any Long-Term Funding applications that are submitted after the October 15th deadline.

What Is Required to Apply for Long-Term Funding?

- Submission by the above-noted deadline of a completed application form for Long-Term Funding that includes the following information:
 - Project, program or activity outline and timeline;
 - Project, program or activity budget, which includes detailed cost estimates, sources of confirmed revenue, sources of revenue yet to be confirmed (i.e., other grant applications still pending decision);
 - Sources of confirmed donations for labour and/or materials; and
 - Most recent set of financial statements, if applicable.
- If applicable, society incorporation documentation.
- If any, letters of support from other organizations or groups supporting the project, program or activity.
- Funding requests are not to exceed \$15,000 per year.
- For applications in excess of \$5,000 per year, applicants are required to attend a PVUS Committee meeting to provide a presentation (maximum of 5 minutes, in-person or remotely) on the proposed project, program or activity. *(Once your long-term funding application has been submitted, SLRD staff will contact you to schedule this presentation at an upcoming meeting, usually in December or January.)*



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What is Required if Long-Term Funding Is Approved by the Board?

- Successful applicants must enter into Long-Term Funding Agreements on terms and conditions that are satisfactory to the SLRD, including minimum insurance requirements.
- The maximum possible term for Long-Term Funding Agreements is 5 years. Generally, this can be structured as an initial 3-year term followed by two potential 1-year renewal terms. Alternatively, Long-Term Funding Agreements that are shorter than 5-years can be customized accordingly.

What happens at the End of a Long-Term Funding Agreement?

- Funding ceases at the end of the specified term.
- An organization may choose to re-apply for a new Long-Term Funding Agreement by following the process described above for Long-Term Funding applications.
- Previous receipt of PDIF funding does not guarantee that PDIF funds will be provided to applicants in any other fiscal year.

What are the Reporting Requirements?

- Annual Progress Reports are required to be submitted to the SLRD every year an organization receives funding except in the final year. In the final year of the agreement, a Final Report is required to be submitted to the SLRD.
- Annual Progress Reports and the Final Report must be completed using the reporting template forms attached to this package and must be submitted electronically **no later than 4:00 pm on November 15** of any given year.
- Failure to provide or meet any of the required reporting criteria may impact any future funding requests by the applicant.

Annual Progress Reports must include:

1. An annual summary of the project, program or activity including how the grant funds and other sources of revenue were used compared to the proposed budget submitted with the application.
2. In addition to the written report, recipients receiving over \$12,000 per year are required to make an annual progress report presentation to the PVUS Committee.



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Final Reports must include:

1. An annual financial summary of the project, program or activity, including how the grant funds and other sources of revenue were used compared to the proposed budget submitted with the funding application.
2. The primary accomplishments of the organization for the preceding year.
3. The impacts the grant funds had on the organization and community.
4. In addition to the written report, recipients are required to make a final report presentation (in-person or remotely) to the PVUS Committee.



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Application Form - Long-Term Funding Pemberton and District Initiative Fund

Overview of PDIF Program

The Pemberton and District Initiative Fund (PDIF) is a fund established by the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton with annual funding raised via tax requisition of the associated service area. On an application basis, the PDIF program provides financial support to approved individuals, non-profit community groups and non-profit organizations whose activities will provide benefit to SLRD's Electoral Area C and Village of Pemberton..

PDIF financial support is not considered for the following kinds of expenses:

- retroactive funding for project expenses incurred prior to funding approval;
- debt retirement, reserves or mortgage pay downs;
- large scale capital & public infrastructure projects (*with approved exceptions, see policy*);
- ongoing fundamental operations of league or club-based sports programs;
- prize money.

PDIF financial assistance may be considered for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, strategic/business plan development, furnishings, equipment and supplies. Further information on eligible and ineligible expenses is provided in [SLRD Board Policy No. 16-2020 – Pemberton and District Initiative Fund Policy](#).

Instructions for Submitting a Long-Term Funding Application

Please complete and submit the attached **Long-Term Funding** application form along with any supporting information by the **deadline date of 4:00 pm on October 15**. Incomplete applications will not be accepted. Application packages may be submitted by e-mail, mail, fax or through the PDIF webpage [here](#) using the digital application form provided.

What happens after Submitting a Long-Term Funding Application

After reviewing completed applications that are submitted by the deadline date, staff will contact applicants with the next step in the process which may include an initial presentation (in-person or remotely) to the Pemberton Valley Utilities & Services (PVUS) Committee.

The PVUS Committee is the body to which staff first presents Long-Term Funding applications. The PVUS Committee makes recommendations to the SLRD Board to approve (or not approve) Long-Term Funding applications. Funding approval is subject to funding availability and is at the discretion of the SLRD Board who is the ultimate decisionmaker of Long-Term Funding applications. If funding is approved by the SLRD Board, applicants are required to enter into a funding agreement that contains insurance requirements and annual reporting requirements. Funding disbursement is dependent upon approved applicants signing the required funding agreement.

Application Date	
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Applicant Name	
Applicant website (if applicable)	
Registered Tax Charity # or Society Registration # (if applicable)	
Date of last filing of annual report / bylaws with provincial government (if applicable)	
Applicant / Primary Contact Name	
Applicant / Primary Contact Phone #	
Applicant Mailing Address	
Applicant / Primary Contact Email Address	

Applicant Status (please check all that apply)

☐ Society ☐ Community Group ☐ Charity ☐ Individual ☐ Other

Are all corporate filings with the provincial government up to date?

☐ yes ☐ no - please explain: _____

Applicant's Missions Statement or Key Goals

Details of Funding Request

1. Please identify the funding stream and the type of funding being requested.

☐ Arts, Culture and Recreation stream

OR

☐ Economic Development stream

2. Total funding requested: \$_____

3. Total budget if the project, program or activity: \$_____

4. Please attach a detailed budget, including: detailed cost estimates, sources of confirmed



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revenue, sources of revenue yet to be confirmed, sources of confirmed donations for labour and/or materials, and the most recent set of financial statements (if applicable).

5. Name of project, program or activity needing support. Provide a description and identify how it will benefit, strengthen and enhance the well-being of the residents of the Village of Pemberton and SLRD Electoral Area C.

6. Describe the amount of revenues requested and received from all other sources, how these are used to support the program, project or activities under application, and how PDIF funds may be used to leverage additional sources of revenue.

7. Describe the applicant's administrative structure, including how funds are managed.

8. Describe how many persons and the geographic area the applicant serves, and how many



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people in the community are expected to benefit from the program, project or activities.

9. Explain the consequences if your PDIF application is not successful and what other options would be pursued.

10. Explain whether the applicant has received funding from either the SLRD or Village of Pemberton in the past. If so, provide details of what it was for and for what amount.

11. Explain how the PDIF funding contribution would be publicly acknowledged if your funding



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application is successful.

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12. Indicate the start date and end date of the program, project or activity, as applicable.
(Please note that if approved, the SLRD disburses funds in August.)

Anticipated Start Date	
Anticipated End Date	

Application Checklist (Please check each box and append the corresponding document to the application package).	
Requirement	✓
Detailed Project/Program/Activity Budget, including: <ul style="list-style-type: none">Detailed Cost EstimatesSources of Confirmed RevenueSources of Unconfirmed RevenueSources of DonationsAny other Sources of Revenue	<input type="checkbox"/>
Most recent Financial Statements (as applicable)	<input type="checkbox"/>
Letters of Support (as applicable)	<input type="checkbox"/>
Completed and Signed Application Form (as applicable)	<input type="checkbox"/>
Able to attend PVUS Committee Meeting to present in-person or remotely (as applicable)	<input type="checkbox"/>
Agree to provide Annual Progress Report and a Final Report	<input type="checkbox"/>

Signature of Applicant

Date



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Annual Progress Report – Long-Term Funding Pemberton and District Initiative Fund

Report Date:	
Organization Name:	
Primary Contact Name:	
Primary Contact Phone #:	
Organization Mailing Address:	
Primary Contact Email Address:	

Annual Amount \$_____ Total Amount \$_____

Annual Progress Report ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4

1. Please describe the primary accomplishments of your project or program, and how these align with the objectives as described in your funding application for this period.

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2. Are there any changes to your submitted budget or to the use of funding as described in your funding application (if additional space is required, please attach a separate page).

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3. Has the SLRD and the Village of Pemberton's funding contribution been publicly acknowledged? Please provide details.

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Final Report - Long-Term Funding Pemberton and District Initiative Fund

Report Date:	
Organization Name:	
Primary Contact Name:	
Primary Contact Phone #:	
Organization Mailing Address:	
Primary Contact Email Address:	

Annual Amount \$_____ Total Amount \$_____

1. Please briefly describe your project, program or activity that was supported by the Long-Term Funding.

2. Please describe the primary accomplishments of your project, program or activity and how these align with the objectives contained in your funding application. How is the success of your project, program or activity demonstrated? If you did not achieve your intended results, please explain why.



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3. Please provide an estimate of how many Village of Pemberton and Electoral Area C residents and non-residents were served by your project, program or activity. How did the project, program or activity impact the well-being of those residents and non-residents?

4. Please provide a financial summary of the project, program or activity, including how the grant funds were used compared to the budget submitted with the initial funding application (if additional space is required, please attach a separate page).

5. Has the SLRD and the Village of Pemberton's funding contribution been publicly acknowledged? Please provide details.



Attachment B to Pemberton and District Initiative Fund Policy No. 16-2020

ONE-TIME FUNDING

The following documents are attached to this package:

1. Guidelines
2. Application Form
3. Final Report

For more information or assistance, please visit <https://www.slrd.bc.ca/services/financial-services/grants-awards/pemberton-and-district-initiative-fund> or contact info@slrd.bc.ca



Guidelines for One-Time Funding Pemberton and District Initiative Fund

*** One-Time Funding approval is subject to availability of funds ***

When are One-Time Funding Applications Due?

- Applications can be submitted at any point in the year, but must be made at least 45-days in advance of the project, program or activity, or as far in advance as possible.
- Applicants must submit One-Time Funding applications using the prescribed application form (part of this document).

What is Required to Apply for One-Time Funding?

- Submission of a completed application form for One-Time Funding that includes the following information:
 - Project, program or activity outline and timeline;
 - Project, program or activity budget, which includes detailed cost estimates, sources of confirmed revenue, sources of revenue yet to be confirmed (i.e., other grant applications still pending decision);
 - Sources of confirmed donations for labour and/or materials; and
 - Most recent set of financial statements, if applicable.
- If applicable, society incorporation documentation.
- If any, letters of support from other organizations or groups supporting the project, program or activity.
- Funding requests are not to exceed \$7,000.
- For applications in excess of \$5,000, applicants are required to attend a PVUS Committee meeting to provide a presentation (maximum of 5 minutes) on the proposed project, program or activity. (Once your One-Time Funding application has been submitted, staff will contact you to schedule this presentation at an upcoming meeting).

What is Required if One-Time Funding Is Approved by the Board?

- Successful applicants must enter into One-Time Funding Agreement on terms and conditions that are satisfactory to the SLRD, including minimum insurance requirements.



What happens at the End of a One-Time Funding Agreement?

- Funding ceases at the end of the specified term.

What are the Reporting Requirements?

- Applicants must submit a copy of the Final Report Form (part of this document) to staff within 90 days of completing the one-time project, program or activity, which must include:
 1. A financial summary of the project, program or activity including how the grant funds and other sources of revenue were used compared to the proposed budget submitted with the application;
 2. The primary accomplishments of the project, program or activity;
 3. The impact the grant funds had on the organization and community;
 4. In addition to the written report, recipients are required to make a final report presentation to the PVUS Committee.
- If One-Time Funding is to facilitate activities over the course of a single year an applicant must notify the SLRD when the project/activity is completed, and submit the reporting form.
- Failure to provide or meet any of the required reporting criteria may impact any future funding requests by the applicant.



Application Form - One-Time Funding

Pemberton and District Initiative Fund

Overview of PDIF Program

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PDIF financial support is not considered for the following kinds of expenses:

- retroactive funding for project expenses incurred prior to funding approval;
- debt retirement, reserves or mortgage pay downs;
- large scale capital & public infrastructure projects (with approved exceptions, see policy);
- ongoing fundamental operations of league or club-based sports programs;
- prize money.

PDIF financial assistance may be considered for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, strategic/business plan development, furnishings, equipment and supplies. Further information on eligible and ineligible expenses is provided in [Policy No. 16-2020 – Pemberton and District Initiative Fund Policy](#).

Instructions for Submitting a One-Time Funding Application

Please complete and submit the attached **One-Time Funding** application form along with any supporting information. Incomplete applications will not be accepted. Application packages may be submitted by e-mail, mail, fax or through the PDIF webpage [here](#) using the digital application form provided.

What happens after Submitting a One-Time Funding Application

After reviewing completed applications, staff will contact applicants with the next step in the process which may include an initial presentation (in-person or remotely) to the Pemberton Valley Utilities & Services (PVUS) Committee.

The PVUS Committee is the body to which staff first presents One-Time Funding applications. The PVUS Committee makes recommendations to the SLRD Board to approve (or not approve) One-Time Funding applications. Funding approval is subject to funding availability and is at the discretion of the SLRD Board who is the ultimate decisionmaker of One-Time Funding applications. If funding is approved by the SLRD Board, applicants are required to enter into a funding agreement that contains insurance requirements and reporting requirements. Funding disbursement is dependent upon approved applicants signing the required funding agreement.

Application Form - One-Time Funding



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Pemberton and District Initiative Fund

Application Date	
Applicant Name	
Applicant website (if applicable)	
Registered Tax Charity # or Society Registration # (if applicable)	
Date of last filing of annual report / bylaws with provincial government (if applicable)	
Applicant / Primary Contact Name	
Applicant / Primary Contact Phone #	
Applicant Mailing Address	
Applicant / Primary Contact Email Address	

Applicant Status (please check all that apply)

☐ Society ☐ Community Group ☐ Charity ☐ Individual ☐ Other

Are all corporate filings with the provincial government up to date?

☐ yes ☐ no - please explain: _____

Applicant's Missions Statement or Key Goals

Details of Funding Request

1. Please identify the funding stream being requested for one-time funding:

☐ Arts, Culture and Recreation stream

OR

☐ Economic Development stream

2. Total funding requested: \$_____



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3. Total budget of the project, program or activity: \$_____
4. Name of project, program or activity needing support. Provide a description and identify how it will benefit, strengthen and enhance the well-being of the residents of the Village of Pemberton and SLRD Electoral Area C.

5. Explain whether the organization has received funding from either the SLRD or Village of Pemberton in the past or if you are currently being funded. If so, provide details of what it was for and for what amount.

Anticipated Start Date	
Anticipated End Date	



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Application Checklist

(Please check each box and append the corresponding document to the application package).

Requirement	✓
Detailed Project/Program/Activity Budget, including: <ul style="list-style-type: none">Detailed Cost EstimatesSources of Confirmed RevenueSources of Unconfirmed RevenueSources of DonationsAny other Sources of Revenue	<input type="checkbox"/>
Most recent Financial Statements (as applicable)	<input type="checkbox"/>
Letters of Support (as applicable)	<input type="checkbox"/>
Completed and Signed Application Form (as applicable)	<input type="checkbox"/>
Able to attend PVUS Committee Meeting to present in-person or remotely (as applicable)	<input type="checkbox"/>
Agree to provide a Final Report	<input type="checkbox"/>

Signature of Applicant

Date



Final Report Form - One-Time Funding
Pemberton and District Initiative Fund

Report Date:	
Organization Name:	
Primary Contact Name:	
Primary Contact Phone #:	
Organization Mailing Address:	
Primary Contact Email Address:	

One-Time Funding amount \$_____

1. Please briefly describe your project, program or activity that was supported by the One-Time Funding.

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2. Please describe the primary accomplishments of your project, program or activity and how these align with the objectives contained in your funding application. How is the success of your project, program or activity demonstrated? If you did not achieve your intended results, please explain why.

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3. Please provide an estimate of how many Village of Pemberton and Electoral Area C residents and non-residents were served by your project, program or activity. How did the project, program or activity impact the well-being of those residents and non-residents?

4. Please provide a financial summary of the project, program or activity, including how the grant funds were used compared to the budget submitted with the initial funding application (if additional space is required, please attach a separate page).

5. Has the SLRD and the Village of Pemberton's funding contribution been publicly acknowledged? Please provide details.



Attachment C to Pemberton and District Initiative Fund Policy No. 16-2020

FEE WAIVER FUNDING

The following documents are attached to this package:

1. Guidelines
2. Application Form

For more information or assistance, please visit <https://www.slrd.bc.ca/services/financial-services/grants-awards/pemberton-and-district-initiative-fund> or contact info@slrd.bc.ca



Guidelines for Fee Waiver Funding

Pemberton and District Initiative Fund

*** Fee Waiver Funding is subject to availability of funds ***

When are Fee Waiver Funding Applications Due?

- Fee Waiver Funding applications can be submitted at any point in the year, but should be made as far in advance as possible to allow time for processing and consideration of approval.
- Applicants must submit Fee Waiver Funding applications using the prescribed application form (part of this document).
- Applicants are encouraged to review their fee waiver needs with SLRD staff well in advance of submitting their application to ensure Village of Pemberton staff have confirmed venue availability and requirements.

What is Required to Apply for Fee Waiver Funding?

- Please complete the application form and submit along with the Pemberton and District Community Centre room rental form to the SLRD. Please contact the SLRD for any assistance:
 - Email: info@slrd.bc.ca
 - Phone: 604-894-6371
- Applicants will be required to comply with all requirements of the local government facility for which they are requesting the Fee Waiver Funding, including rental agreement and proof of insurance as outlined in the [Existing Fees and Charges Bylaw](#).
- Funding requests are not to exceed \$1,500 per applicant per year.
- Funding requests are not to exceed one year in length.

How is Fee Waiver Funding Approved?

- Applications for Fee Waiver Funding may be approved by the SLRD's Project and Program Coordinator within the parameters contained in the Policy.

What are the Reporting Requirements?

- There are no reporting requirements for Fee Waiver Funding.



Application Form - Fee Waiver Funding

Pemberton and District Initiative Fund

Overview of PDIF Program

The Pemberton and District Initiative Fund (PDIF) is a fund established by the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton with annual funding raised via tax requisition of the associated service area. On an application basis, the PDIF program provides financial support to approved individuals, non-profit community groups and non-profit organizations whose activities will provide benefit to SLRD's Electoral Area C and Village of Pemberton.

Fee Waiver Funding may be provided for programs, projects or activities requesting fee waivers or reduction in rental fees as per the [Existing Fees and Charges Bylaw](#) (or successor bylaw) that is in effect as of the date the booking request and associated fee waiver funding request is confirmed.

The maximum potential contribution for Fee Waiver Requests is \$1,500 per organization, per year.

Application Form - Fee Waiver Funding



Pemberton and District Initiative Fund

Application Date	
Applicant Name	
Applicant website (if applicable)	
Registered Tax Charity # or Society Registration # (if applicable)	
Date of last filing of annual report / bylaws with provincial government (if applicable)	
Applicant / Primary Contact Name	
Applicant / Primary Contact Phone #	
Applicant Mailing Address	
Applicant / Primary Contact Email Address	

Applicant Status (please check all that apply)

☐ Society
 ☐ Community Group
 ☐ Charity
 ☐ Individual
 ☐ Other

Are all corporate filings with the provincial government up to date?

☐ yes
 ☐ no - please explain: _____

Applicant's Missions Statement or Key Goals

1. Please identify the funding stream being requested for a fee waiver:

☐ **Arts, Culture and Recreation stream**

OR

☐ **Economic Development stream**

2. Total fee waiver requested: \$_____

3. Total budget for the project, program or activity: \$_____

4. Name of project, program or activity needing support. Provide a description and identify how it will benefit, strengthen and enhance the well-being of the residents of the Village of Pemberton and SLRD Electoral Area C

5. Explain whether the organization has received funding from either the SLRD or Village of Pemberton in the past or if you are currently being funded. If so, provide details of what it was for and for what amount.

5. Please include the Pemberton and District Community Centre rental request form with your application: <https://www.pemberton.ca/municipal-services/recreation-services/pdcc>

Anticipated Start Date	
Anticipated End Date	

Signature of Applicant

Date