



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