



COMMUNITY GRANTS PROGRAM APPLICATION

NAME OF ORGANIZATION

**GRANT AMOUNT REQUESTED
(MAX AMOUNT \$10,000)**

MAILING ADDRESS

POSTAL CODE

CONTACT PERSON

EMAIL ADDRESS

TELEPHONE NUMBER

PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM.

DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM? YES _____ NO _____

IMPORTANT: If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing? YES _____ NO _____

Does your organization provide a social enrichment service to the community? YES _____ NO _____

Does the project fill a need in the community? YES _____ NO _____

Does the project promote volunteer participation and citizen involvement? YES _____ NO _____

Application Submission Requirements

Please provide the following information. Items 1 through 15 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.

1. Has your organization received a Community Grant from the Regional District of Nanaimo in the last 5 years? YES ____ NO ____

If so, please list the year and amount received, and if reporting has been submitted for each year:

Year _____	Amount _____	Reporting Submitted	YES ____	NO ____
Year _____	Amount _____	Reporting Submitted	YES ____	NO ____
Year _____	Amount _____	Reporting Submitted	YES ____	NO ____
Year _____	Amount _____	Reporting Submitted	YES ____	NO ____
Year _____	Amount _____	Reporting Submitted	YES ____	NO ____

2. Provide information about the programs and services offered to the community by your organization.

3. Provide information regarding your organization's revenue generating activities and other sources of income.

4. Does your organization own its own facility? YES _____ NO _____

Grant Request Information:

5. Describe the project that this grant is intended to be used for.

6. Provide the project start and end date.

Start Date: _____ End Date: _____

7. Describe the benefit of the project for the residents of the Regional District.

8. How many people does your organization anticipate will attend, benefit or participate in this project?

9. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

10. Provide details of how the grant funding will be used and a breakdown of expenses.

11. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

12. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i .e. other municipalities, levels of government or service organizations.

Budget Information – please provide the following information as separate attachments:

Provide a copy of your organization's current year budget.

Provide a copy of your organization's latest financial statement.

Provide an annual report for your organization, if applicable.

Applications received that are incomplete, that do not meet the criteria or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

SIGNATURE	DATE

Please sign and submit your organization's completed application to:

Legislative Services Department, Community Grants

Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572

Email: inquiries@rdn.bc.ca

Please Note: The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

Community Grants Criteria

The Regional District of Nanaimo awards grant funding in the maximum amount of \$10,000 per applicant to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Community Grants are for the following general uses:
 - a. requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
 - i. the promotion of volunteer participation and citizen involvement;
 - ii. the use of new approaches and techniques in the solution of community needs;
 - iii. activities/programs which are accessible to a large portion of the residents such as special events;
 - b. start-up costs for new organizations or new programs;
 - c. one-time costs for a specific program or project such as supplies or equipment;
 - d. volunteer training;
 - e. capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility;
 - f. for an item to be considered a capital cost, it must have a useful life extending beyond a fiscal year and must meet the capital threshold requirements set by the organization requesting the funds. For further clarification, the organization is required to disclose that the item is considered capital in accordance with their policies.
2. To be eligible for grant funding the organization must:
 - a. be a registered non-profit organization;
 - b. be a local organization within the Regional District of Nanaimo;
 - c. demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
 - d. demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
 - a. current year budget;
 - b. full financial statements for its operation;
 - c. details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
 - d. information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
 - a. annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
 - b. wages, salaries or other fees for service (remuneration);
 - c. capital improvements to rented or leased premises;
 - d. private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval