



**COMMUNITY GRANTS PROGRAM APPLICATION**

**NAME OF ORGANIZATION**

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

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**MAILING ADDRESS**

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**POSTAL CODE**

**CONTACT PERSON**

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**EMAIL ADDRESS**

**TELEPHONE NUMBER**

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**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 \_\_\_\_











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

- 13. Provide a copy of your organization’s current year budget. \_\_\_\_\_
- 14. Provide a copy of your organization’s latest financial statement. \_\_\_\_\_
- 15. 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  _____
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**Please print, sign and submit your organization’s completed application to:**

Finance Department  
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](mailto: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