REGIONAL DISTRICT OF NANAIMO

NAME OF ORGANIZATION

_____

_____

MAILNG ADDRESS

_____

_____

_____

POSTAL CODE

_____

EMAIL ADDRESS

_____

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

_____

CONTACT PERSON

_____

TELEPHONE NUMBER

_____

PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THS 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 _____

<u>Application Submission Requirements</u>

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.

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

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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.

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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.

    _____

    _____

    _____

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    _____

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

    _____

    _____

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    _____

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

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

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

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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.

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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
_____	_____

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

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.