ELECTORAL AREA A
RECREATION AND CULTURE
GRANT-IN-AID PROGRAM

GUIDELINES AND APPLICATION FOR FUNDING

ELECTORAL AREA A RECREATION AND CULTURE
GRANT-IN-AID PROGRAM PROCESS AND GUIDELINES

NOTE: Please read all the information provided before completing your application.

GENERAL INFORMATION

The Electoral Area A Parks, Recreation and Culture Advisory Commission representing the communities of Cedar, Cassidy, South Wellington and parts of Yellowpoint has established a Grant-in-Aid Program that targets local community organizations providing recreation and culture services within Electoral Area A. The Program includes criteria to assist the Commission and RDN staff in reviewing and considering applications from a broad spectrum of opportunities.

The Regional District of Nanaimo (RDN) plays an effective role of facilitation by providing grant programs to assist community organizations in the provision of services to residents throughout the region. These grant programs help to support a wide variety of services including programs, events, and special projects and initiatives offered throughout the communities, and enhances the overall service delivery provided by the RDN.

Any local, non-profit organization is eligible for funding; charitable status is not required. Private or commercial organizations are not eligible.

PROGRAM OBJECTIVE

To provide funds to assist local, non-profit organizations offering recreation and culture programs, special events or projects, which benefit specific communities (Cassidy, Yellowpoint, South Wellington, Cedar) or Electoral Area A as a whole, targeting either specific age/gender categories including preschool, children, youth adult and seniors or combined age/gender categories.

BUDGET

The Commission, in concert with RDN staff, recommends the annual apportionment for the overall Grant-in-Aid Program through the RDN budget process with final approval from the Regional Board.

Funding to a maximum of $10,000 per year is disbursed upon Regional Board approval. When making your application, please remember that the objective is to assist as many local organizations as possible. Larger funding requests may be considered at the Commission's discretion and must also be approved through the Regional Board before disbursement.

Any unallocated grant funding may be carried over to the next budget year at the Board's discretion.

ADMINISTRATION OF PROGRAM

1. The members of the Electoral Area A Parks, Recreation and Culture Commission will review grant in aid applications and provide recommendation to the Regional Board for final approval.

2. The Commission may disburse approximately 1/2 ($5,000.00) of the program funding available during each of the application terms; although, if deemed appropriate by the Commission and based on the nature of the proposal, larger expenditures, per term, may be recommended if funds are available.

3. All applicants will be notified regarding approval status; if approved; successful applicants should receive funding within 3 weeks of Regional Board approval.

4. The Commission will ensure, depending on the receipt of applications, that each community (Cassidy, South Wellington, Cedar and Yellowpoint) is equitably represented throughout the year and that a wide range of grant recipients including recreation/parks, sports, arts, and culture are represented in the selection process.

5. Successful grant recipients will be required to provide a summary final report outlining the overall intent and outcome of the program, event, or project, to include a budget of revenues and expenditures specifically identifying the RDN grant funding within the overall budget. <u>Copies of receipts for purchases pertaining to the Grant-In-Aid funding are required upon submission of the final report.</u>

    The final report must be submitted to the Electoral Area A Parks, Recreation and Culture Commission within 60 days of project completion. If the Report is not forthcoming the Commission will inquire about the funding and may require the recipients to return the funding. Failure to provide a written report may result in future applications being denied. Formal agreements may be required depending on the nature of the application.

6. Successful grant recipients must begin using the funds for the approved purposes within six months of receiving the funds. Grant-in-Aid funding must be used for the sole purpose(s) as described in the application or the funds shall be returned to the Regional District.

7. Late submissions may or may not be considered at the discretion of the staff and the Commission depending on timing, priorities, and available funding.

APPLICATION PROCESS

1. Applications can be submitted at any time during the year, however there are two deadlines to allow for the timely review of applications:
   - The last Friday in February for services/events/projects occurring July 1-December 31
   - The last Friday in September for services/events/projects occurring January 1-June 30

*Please note the overall process takes approximately 3½ months from the first advertisement to recipients receiving the funding.

2. Once submitted the applications will be reviewed by the Commission. Recommendations for final approval will then be forwarded to the Regional Board.

3. Applicants **must** complete an application form included with this package.

4. For an application to be considered, it cannot be longer than **7 pages** including the application form.

5. Additional information provided via a word processing program must be at least **11-point** font size.

6. **No staples** please – your application will be photocopied for the Commission members.

7. Completed application forms clearly marked **"Electoral Area A Recreation and Culture Grant-in-Aid Program"** must be delivered in a sealed envelope to:

Attention: **Administrative Associate**
Electoral Area A Parks, Recreation and Culture
Regional District of Nanaimo
830 West Island Highway, Parksville, BC, V9T 6N2
Fax: 250-248-3159

*Applications can also be dropped off at the Regional District of Nanaimo head office in Nanaimo. Please ensure the above noted name/address is noted and **allow for at least two day's interoffice courier time**.

FUNDING CRITERIA

1. Funding will be considered for organizations providing **recreation and culture** services in any of the following:
   - new programs
   - expansion of current programs
   - leadership development
   - new or expanded special events
   - special projects

2. When selecting grants higher priority may be given to the following applications:
    *   representative of Electoral Area 'A' wide opportunities
    *   representative of specific Electoral Area communities
    *   offering services to a wide range and number of participants
    *   new programs, events, projects may have preference over on-going annual programs, events, projects

3. Groups may apply for funding each term and each year; however, **the intent of Grant-in-Aid funding is not to subsidize on-going, annual programs and projects**. When making applications, applicants must understand that funding is not guaranteed year to year and to plan accordingly. **Organizations must consider long term sustainability and ensure each of the programs or projects can become self-supporting.**

4. Only non-profit groups qualify for funding.

5. Projects must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.

6. Demonstration of community support for the program, event, or project, as measured by community participation, volunteer involvement, involvement from other community partners, and commitment from other funding sources as applicable.

7. Evidence of benefit to the community.

8. Evidence of sound program, event or project management and fiscal responsibility.

9. Funds cannot be used to support ongoing wages of regular staff or other professional fees; **however, costs associated with subsidizing honorariums to support program instructors may be considered**.

10. As a general guideline the amount requested cannot be greater than 50% of the total budget for the program, event, or project. Larger disbursements may be considered at the Commission's discretion.

11. Commitment outlined regarding public recognition of the Regional District of Nanaimo / Electoral Area A Parks, Recreation and Culture Commission contribution in applicable marketing and promotional materials.

12. Groups applying for more than one program, event or project may be considered depending on the availability of funding.

13. Projects receiving funding from the Regional District of Nanaimo Grants-In-Aid Program **will not** be eligible for additional funding from the Electoral Area 'A' Recreation and Culture Grant-in-Aid Program.

14. The Grant-in-Aid Program **may include capital items** depending on the nature of the funding request. **However, the Grant-in-Aid Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls.** These types of requests should be directed to funding that may be provided by the Electoral Area Community Parks function.

ELECTORAL AREA 'A' RECREATION AND CULTURE GRANT-IN-AID PROGRAM

APPLICATION FORM

Date of Application: (m/d/y) _____ / _____ / _____

A.   ORGANIZATION INFORMATION

1. Name of Organization: _____

    Contact Name: _____

    Position: _____

    Phone Number(s):   _____   Alternate:_____

    Mailing Address: _____

                           _____

    Postal Code: _____   Fax Number:_____

2. How long has the organization been established? _____ year (s)

3. Is the organization non-profit? If "No" please explain rationale for applying.

    Yes_____   No_____

B.   PROGRAM / EVENT / PROJECT INFORMATION
Please ensure that you fill out the information completely to ensure your application is considered - if more space is needed please attach a separate sheet of information.

1. Check **only one** of the following categories in **a), b) or c)**:

    a) New: Program ___ Event ___ Project ___
    b) Expansion/Enhancement of Existing: Program ___ Event ___ Project ___
    c) Ongoing annual *(have applied previously for the same)*:   Program ___ Event ___ Project ___

2. Please check one of the following that best describes the program, event or project:

    Recreation ____   Sports ____   Culture ____   Fine Arts ____   Performing Arts ____

3. Name of the Program/Event/Project: _____

4. Location: _____

5. Date(s): _____

6. Time(s): _____

7. Ages of targeted participants / audience: _____

8. Approximate number of participants / audience to be served: _____

9. Please check applicable area(s) of Electoral Area 'A' being served:

    Cassidy: ____   Cedar: ____   South Wellington: ____   Yellow Point: ____

10. Total amount requested: $ _____ (budget details to be completed in Section C)

Additional Information:

❑   Purpose / Goals and Objectives of Program / Event / Project: _____

_____

_____

_____

_____

❑   Brief Background Information of Organization and Services: _____

_____

_____

_____

❑   Describe how you will evaluate the success of the program / event / project: _____

_____

_____

_____

❑   Describe how you plan to market / promote the program / event / project: _____

_____

_____

❑   Provide a summary of the program / event / project including benefits to participants and the
     community, community support through volunteers and/or community partners:

_____

_____

_____

_____

_____

_____

_____

_____

❑   Please provide any other relevant information: _____

_____

_____

_____

C.   FINANCIAL INFORMATION

1. Specify, in general, what the funds will be used for: _____

   _____

   _____

2. Copy of a specific program / event / project budget included?   Yes _____   No _____

   Give reason if no: _____

3. Copy of organization's financial statement included?   Yes _____   No _____

   Give reason if no: _____

4. What other efforts is the organization undertaking to obtain other funding for this program / event / project?

   _____

   _____

   _____

5. Have any requests for other funding been granted?   Yes _____   No _____

   Granted by: _____

                      _____

Please outline on the following page the projected budget information including:

- ❑ all revenues associated with the project (fees, other grants, donations, etc.)
- ❑ all expenses associated with the project
- ❑ all revenues / costs for the project should be completed under the applicable column "**Projected".**
- ❑ in addition, please add any in-kind services and estimated value that are being donated

Please ensure that you fill out the information completely to ensure your application is considered. Some of the following budget line items may or may not apply to your program / event / project - only complete what is applicable.

You may wish to submit your own budget information on a separate form and attach to the application, if desired or if a budget has already been completed.

PROGRAM / EVENT / PROJECT FINANCIAL / BUDGET INFORMATION:

EXPENSES	YEAR 20__ Projected (To be completed for application)
Supplies / Equipment:	
Facility / Venue Rental	
Permits	
Insurance	
Advertising Costs (marketing / publicity)	
Vehicle Rentals	
Administrative Costs (please specify, i.e. photocopying, fax, mail, etc)	
_____	
_____	
_____	
Equipment Rentals (Please specify, ie. tents, stage, lights, sound, etc)	
_____	
_____	
_____	
_____	
Materials / Supplies (Please specify the type of materials / supplies)	
_____	
_____	
_____	
_____	
Additional On-Site Costs (Please specify)	
_____	
_____	
_____	
_____	
Fundraising Expenses (please specify)	
_____	
_____	
_____	
_____	
Other (please specify)	
_____	
_____	
_____	
_____	
Total Expenses = Line A	$

REVENUES	YEAR 20__ Projected (To be completed for application)
Earned Revenue:	
Registration / Course Fees	
Admission / Ticket Sales	
Advertising Income	
Rentals	
Other (please specify): _____	
_____	
_____	
_____	
B. Total Earned Revenue:	
Fundraising Revenue:	
Donations – Charitable (Churches, Service Clubs, Societies, etc)	
Donations – Corporate (Businesses, Private Organizations)	
Cash Sponsorships	
Fundraising Events	
Other (please specify): _____	
_____	
_____	
C. Total Fundraising Revenue:	
Other Government Revenue:	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other (please specify): _____	
_____	
_____	
D. Total Government Grants:	
Total Revenues (Lines B + C + D) = Line E	$
Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant in Aid funding requested to cover shortfall	$

Please Note: If you are receiving any in-kind services for the program / event / project, please outline the type of service, the source donor, and estimated value:

Type / Source   **Estimated Value**

_____ $ _____

_____ $ _____

_____ $ _____

March 2022