

## RDN OCEANSIDE RECREATION SERVICES GRANTS PROGRAM

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

### PROGRAM OBJECTIVE

To provide funds on a District-wide basis to organizations requesting financial assistance to offer recreation programs, special events or projects, which would benefit specific communities or District 69 (City of Parksville, Town of Qualicum Beach, Area E, F, G and H) as a whole; either youth specific (11-18 years) or to other populations.

### BUDGET

Allocation of funding is reviewed each year by Recreation staff and the Oceanside Services Committee, and approved by the Board of the Regional District of Nanaimo. Funding available is equally shared between two categories of grants, the Community Grants and the Youth Grants. Funding is disbursed at the Committee's discretion upon receipt of a completed Grants Program application to a maximum of \$2,500 per application and only after Regional Board approval. Larger disbursements may be considered at the Committee's discretion.

### APPLICATION PROCESS

1. Submissions for grant applications are advertised and received twice a year. Deadlines are the last Friday in April and September. Groups applying for grants **must** complete an application form, included with this package. Recreation Grant forms are available on the link below or may be picked up at Oceanside Place or the Ravensong Aquatic Centre.
2. Completed application forms are to be submitted to:

**Attention:** Jennifer Hopewell  
Recreation Coordinator  
RDN Recreation and Parks  
830 West Island Highway  
Parksville, B.C. V9P 2X4

### ADMINISTRATION OF PROGRAM

1. The Oceanside Services Recreation Grants Sub-committee and Oceanside Services Committee will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the Oceanside Services Committee and then the Regional Board for approval.
2. Approximately 1/2 of the grant funding is allocated during each intake, although, if deemed appropriate by the Oceanside Services Committee, based on the nature of the proposal, larger expenditures, per term, may be recommended, as funds are available.

3. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within 3 weeks of RDN Board approval date.
4. The Oceanside Services Committee will ensure that each community is generally, 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 Report outlining the outcome of the project and accounting of how grant monies were spent within the overall budget. This Summary Report must be submitted to RDN Recreation and Parks within 30 days of project completion. Failure to provide a Summary Report may result in the applicant or organization to which the applicant reports, being declared ineligible for future grant funding.
6. Late submissions may or may not be considered at the discretion of the sub-committee depending on timing, priorities and available funding.
7. It is preferred that the Regional District of Nanaimo name and logo is recognized in any recognition of the project whether promotions, written or signage.

#### **FUNDING CRITERIA**

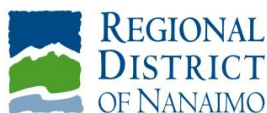
1. Funding will be considered for groups providing **recreation** services in any of the following:
  - new programs
  - expansion of current programs
  - leadership development
  - new or expanded special events
  - special projects
2. When selecting grants priority will be given to the following applications:
  - representative of District 69 wide opportunities
  - representative of Electoral Area communities
  - offering services to a wide range and number of participants
  - gender equitable
3. Only non-profit groups within District 69 qualify for funding, including Electoral Areas E, F, G, H, City of Parksville and Town of Qualicum Beach.
4. Funds may not be used for honorariums, wages or other professional fees, personal equipment, or individual membership fees.
5. Must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
6. It is recommended that groups identify a minimum of one other revenue source within their funding proposal other than the Regional District of Nanaimo.
7. Groups applying for more than one project or program may be considered depending on the availability of funding; however, groups may not apply for funding from both Community Grants and Youth Grants for the same proposal.
8. Projects receiving funding from other Regional District of Nanaimo Grants Programs will not be eligible for additional funding from the Recreation Grants Program. Groups may apply for different

projects for their organization but will not receive more than one source of RDN funding for the same project.

9. Groups may apply for funding each term and each year; however, funds are not guaranteed on a regular, on-going basis.
10. The Recreation Grants Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls. This type of request should be directed to funding that may be provided by the Electoral Area Community Parks function.
11. Some applications, requiring approval and/or cooperation from land owners, several organizations or funders, may be approved in principle with conditions including:
  - Providing written approval from land owners/, municipalities;
  - Providing written proof /receipt that other funding and partners are in place to sustain the whole project and budget;
  - Others as need arises

Once the conditions are met then funds will be disbursed. Formal agreements may be required depending on the nature of the application.

12. Recreation Grants must be used by the applicant for the sole purpose as described in the grant application. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to the RDN.
13. Any funding remaining in one category (i.e. Youth or Community) that has not been dispersed during the year may be allocated to the other grant category in the fall.



RDN OCEANSIDE RECREATION SERVICES  
GRANTS PROGRAM

APPLICATION FORM

Please identify which grant category you are applying for:

COMMUNITY GRANTS  
(Projects for families, young children, adults and seniors)

YOUTH GRANTS  
(Projects with the majority of beneficiaries between the ages of 11-18 yrs)

A. ORGANIZATION INFORMATION

Name of Organization:

Mailing Address:

Postal Code:

Phone Number:

Alternate:

Contact Name:

Email:

Is your organization or your parent organization registered as a non-profit society in BC?

Yes  No

B. PROGRAM / PROJECT INFORMATION

1. New Program / Project

2. Expansion/Enhancement of Existing Program / Project

3. How many people will be served by this program/project?

4. What is the title of this project?

5. Description/purpose of the program:

Please use the space on page 3 of this application form to detail the following information (If more space is needed please attach a separate sheet of information).

- Purpose
- Background
- Goals and objectives
- Type of project – activity, program, event, etc.

- Location of project
- Ages of participants
- Any other relevant information

**C. FINANCIAL INFORMATION**

1. Amount requested: \$

2. Specify, in general, how funds will be utilized:

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

Give reason if no:

4. What other effort is your organization undertaking to obtain funds for this program / project?

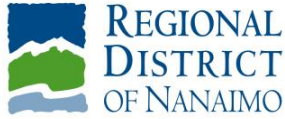
5. Were any requests for funding granted or in the process of being considered? Yes  No

Granted or being considered by:

**Description of the Program / project:**

[Empty box for description]





RDN OCEANSIDE RECREATION SERVICES GRANTS

SUMMARY REPORT

As per the Recreation Grants Program criteria, grant recipients are required to provide a Summary Report. Reports must be submitted within 30 days of project completion and within one year of receiving the Recreation Grant. Failure to provide a summary report may result in the applicant or organization to which the applicant reports to, being declared ineligible for future grant funding.

Please submit to Jennifer Hopewell, Recreation Coordinator, RDN Recreation and Parks, 830 West Island Highway, Parksville, B.C. V9P 2X4.

Project Information

Month/Year Recreation Grant was received: [ ]
Name of Organization: [ ]
Contact Name: [ ]
Phone Number: [ ] Email: [ ]

Financial Information

Table with 2 columns: Category, Value. Rows include Total grant awarded, Project dates (Start/End date), and Expenditures (Amount).

Activity Information

Table with 2 columns: Activity, Details/Timeframe. Multiple empty rows for data entry.

Signature

Date