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

GENERAL INFORMATION

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.

The Electoral Area ‘A’ Parks, Recreation and Culture Advisory Commission, representing the communities of Cedar, Cassidy, South Wellington and parts of Yellow Point, has a Grant-in-Aid Program for local community organizations providing recreation and culture services within Electoral Area ‘A’.

The Program includes criteria to assist the Commission’s sub-committee and RDN staff in reviewing and considering applications from a broad spectrum of opportunities.

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, projects or initiatives, which benefit specific communities or Electoral Area ‘A’ as a whole.

BUDGET

Allocation of funding is reviewed each year by the staff and the Commission, and approved by the RDN Board. Funding is disbursed at the Commission’s discretion upon receipt of a completed Grants Program application to a maximum of $1,500 per application and only after Regional Board approval. Larger disbursements may be considered at the Commission's discretion.

APPLICATION PROCESS

1. There are two annual intakes:

- The last Friday in February for services/events/projects occurring July 1- December 31
- The last Friday September for services/events/projects occurring January 1-June 30

The overall process takes approximately 3½ months from the first advertisement to recipients receiving the funding.

2. Once submitted the sub-committee will review the applications and make recommendations for consideration by the Commission and for final approval by the RDN Board.
3. For an application to be considered, it cannot be longer than **7 pages** including the application form. Additional information provided via a word processing program must be at least **11 point** font size. **No staples** please – applications will be photocopied for sub-committee members.

4. Completed application forms are to be submitted in sealed envelope to:

**Attention:** Senior Secretary  
Electoral Area ‘A’ Parks, Recreation and Culture Grant-In-Aid Program  
Regional District of Nanaimo, Recreation and Parks  
830 West Island Highway, Parksville, BC, V9P 2X4  
Fax: 250-248-3294

**ADMINISTRATION OF PROGRAM**

1. A sub-committee will be appointed annually consisting of three representatives and one alternate of the Commission and RDN staff. The Committee will review and evaluate the Grant-in-Aid applications. Recommendations regarding successful grant recipients will be forwarded to the Commission for and to the Regional Board for approval.

2. The sub-committee may disburse approximately 1/2 of the grant funding available during each of the application terms; although, if deemed appropriate by the sub-committee, 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 Committee will ensure, depending on the receipt of applications, that each community 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 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.

6. Successful grant recipients will be required to provide a Summary Report outlining the intent and final outcome of the program, event, or project and accounting of how grant monies were spent within the overall budget. **Copies of receipts for purchases pertaining to the Grant-In-Aid funding are required to be included as a part of the final report.**

   The final report must be submitted to the Commission at the address above within 60 days of project completion. If the Report is not forthcoming, the Commission 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.

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

8. 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.
9. FUNDING CRITERIA

1. Funding will be considered for local Electoral Area ‘A’ 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
   - gender equitable – accessible to both females and males

3. Funds may not be used towards supporting ongoing wages, personal equipment, or individual membership fees.

4. 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 events and projects. Funding is not guaranteed year to year.

5. Only non-profit groups within Electoral Area ‘A’ qualify for funding.

6. Must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.

7. The amount requested cannot be greater than 50% of the total budget for the program, event or project.

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

9. 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.

10. 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. The Grant-in-Aid Program may include capital items depending on the nature of the funding request.

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 funds will be disbursed. Formal agreements may be required depending on the nature of the application.

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.

FURTHER INFORMATION

Contact Senior Secretary, 250-248-3252 recparks@rdn.bc.ca or Hannah King, Superintendent of Recreation Program Services, RDN Recreation and Parks Department at 1-888-828-2069 / email: hking@rdn.bc.ca
APPLICATION FORM

Application date: (m/d/y) __/__/____

Please ensure that you fill out the information completely. If more space is needed please attach a separate sheet of information (max. 7 pages including form.)

A. ORGANIZATION INFORMATION

Name of Organization: ________________________________

Contact Name: ________________________________

Position: ________________________________

Phone Number: ________________________________ Alternate: ________________________________

Mailing Address: ________________________________

Postal Code: ________________________________ Fax Number: ________________________________

Email: ________________________________

Is your organization non-profit? Yes [ ] No [ ]

Is your organization/your parent organization registered as a non-profit society in BC? Yes [ ] No [ ]

B. PROGRAM / EVENT / PROJECT INFORMATION

New Program/Event / Project [ ]

Expansion/Enhancement of Existing Program /Event / Project [ ]

Ongoing annual (have applied previously for the same): [ ]

Description of the program/event/project: Please use the space on page 2 of this application form to detail the following information:

- Purpose, goals and objectives of event/project
- Brief background of organization/services
- Type of project – program/event/project, etc.
- Location of program/event/project, date, time
- Ages of participants, audience; Approximate number of participants expected
- Applicable area(s) of Electoral Area A being served (Cassidy, Cedar, South Wellington, Yellow Point, all)
- How you will promote the program/event/project
- How you will evaluate the success of the program/event/project
- Any other relevant information
Description of the Program/Event / Project: (please see bottom of previous page for items to describe)
C. FINANCIAL INFORMATION

1. Amount requested: $ __________

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

   __________________________________________________________

3. Copy of specific project/event/project budget included? Yes ☐ No ☐
   Give reason if no: __________________________________________

4. Copy of organization’s financial statement included? Yes ☐ No ☐
   Give reason if no: __________________________________________

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

   __________________________________________________________

6. Were any requests for funding granted or in the process of being considered? Yes ☐ No ☐
   Granted or being considered by: ______________________________

Please provide detailed budget information on page 4 of this application including the following information:

☐ all costs associated with the project
☐ all revenues associated with the project
☐ any fees charged to participants
☐ any other financial contributions of any kind (include items awaiting approval)
Financial Information:
Please provide the following information regarding the project budget:
(You may wish to submit your own budget information on a separate sheet attached.)

- all costs associated with the project
- all revenues associated with the project
- any fees charged to participants
- any other financial contributions of any kind (include items awaiting approval)

### REVENUES:

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Totals Revenue: $ \[\text{Amount}\] Total Expenditure: $ \[\text{Amount}\]

Amount Requested for funding (Shortfall): $ \[\text{Amount}\]

Signature:

Date:
AREA ‘A’ RECREATION AND CULTURE GRANT-IN-AID PROGRAM
SUMMARY REPORT

As per the Grant-In-Aid Program criteria, successful grant recipients are required to provide a Summary Report which must be submitted to RDN Recreation and Parks within 30 days of project completion and within one year of receiving the grant. Failure to provide a written report may result in future applications being denied. Please submit to Senior Secretary, RDN Recreation and Parks, 830 West Island Highway, Parksville, B.C. V9P 2X4, 250-248-3294.

Project Information

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

Financial Information

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Activity Information

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Signature of Grant Recipient  
Date

EA A Grant In Aid (revised December 2013)