

<b>NAME OF ORGANIZATION</b>		<b>GRANT AMOUNT REQUESTED</b>	
<b>MAILING ADDRESS</b>			
<b>POSTAL CODE</b>		<b>CONTACT PERSON</b>	
<b>EMAIL ADDRESS</b>		<b>TELEPHONE NUMBER</b>	

<b>PLEASE REVIEW THE GRANTS-IN-AID CRITERIA OUTLINED ON PAGE 3 OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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**IMPORTANT: If your organization meets the Grants-in-Aid criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.**

Is your organization a non-profit society in BC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does your organization provide a social enrichment service to the community?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the project fill a need in the community?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the project promote volunteer participation and citizen involvement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Application Submission Requirements**

**Please provide the following information as a separate enclosure ensuring that the corresponding number is used with your response.**

1. Provide details about the programs and services offered to the community by your organization in the past twelve months.
2. Provide an Organizational Chart illustrating the structure of your organization, including Directors, staff and volunteers.
3. Provide details regarding your organization's revenue generating activities.
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.
6. Provide a detailed list of items to be purchased and copies of cost estimates that your organization has received for the requested item or activity.

7. Provide a description of the project timeline, if applicable, indicating the project start date and end date.
8. Describe the benefit of the project for the residents of the Regional District.
9. How many people does your organization anticipate will attend, benefit or participate in this project?
10. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

**Budget Information:**

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

<b>SIGNATURE</b>	<b>DATE</b>
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**Please submit your organization's completed application to:**

Manager of Administrative Services  
Regional District of Nanaimo  
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-4163  
Email: [corpsrv@rdn.bc.ca](mailto:corpsrv@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.

## Grants-in-Aid Criteria

The Regional District of Nanaimo's Grants-in-Aid Committee meets twice each year to award grant funding 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. Grants-in-aid 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:
    - the promotion of volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs which are accessible to a large portion of the community's residents such as special events;
  - (b) start-up costs for new organizations or new programs;
  - (c) volunteer training;
  - (d) capital costs for equipment or improvements to organization owned facilities.
2. To be eligible for grant funding the organization must:
  - (a) be a non-profit society;
  - (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 and that there is no overlapping with existing services.
3. In addition to the completed Grant-in-Aid 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 (noting any other sources of funding);
  - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant.
4. The following services and/or functions are not eligible for grant-in-aid funding:
  - (a) annual operating expenses;
  - (b) remuneration (wages, salaries, or other fees for service);
  - (c) capital improvements to rented or leased premises;
  - (d) private enterprise.
5. Applications will not be accepted from organizations having a prime base of operation in the City of Nanaimo or the District of Lantzville. Organizations based in these areas should apply through their respective municipality's grants-in-aid process. Any applications received from organizations within these areas will be returned to the applicant.
6. Applications received after the deadline will not be accepted and will be returned to the applicant.
7. Applications that do not meet the criteria will not be accepted.