



**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 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 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.

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 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 \$1,500 per grant application is disbursed after 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 will be carried over to the next budget year.

## APPLICATION PROCESS

1. Submissions for Grant-in-Aid applications are advertised bi-annually in February for summer and fall programs/events/projects of the same year (July-December), and in September for winter and spring programs starting the following year (January-June).
2. Once submitted a Committee will review the applications and make recommendations for consideration by the Commission and for final approval through 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 sub-committee members.
7. Completed application forms clearly marked "**Electoral Area 'A' Recreation and Culture Grant-in-Aid Program**" must be delivered in a sealed envelope submitted to:

**Attention:** Dan Porteous, Superintendent of Arenas and Southern Recreation  
Electoral Area 'A' Parks, Recreation and Culture Commission  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC, V9T 6N2  
Fax: 390-4163

## **ADMINISTRATION OF PROGRAM**

1. A Committee will be appointed annually consisting of three representatives and one alternate of the Electoral Area 'A' Parks, Recreation and Culture 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 Electoral Area 'A' Parks, Recreation and Culture Commission for final review and to the Regional Board for approval.
2. The Committee may disburse approximately 1/2 of the Program funding available during each of the application terms; although, if deemed appropriate by the Committee 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, and if approved, successful applicants should receive funding within 3 weeks of Regional Board approval. The overall process takes approximately 3½ months from when the Program is first advertised to when the funds reach the successful recipient.
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 will be required to provide a summary final report outlining the overall intent and final 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. 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 sub-committee depending on timing, priorities and available funding.

## **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
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 within Electoral Area 'A' qualify for funding.
5. 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. The amount requested **cannot be greater than 50% of the total budget** for the program, event or project.
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.

## FURTHER INFORMATION

Contact Dan Porteous, Superintendent of Arenas and Southern Recreation, Regional District of Nanaimo Recreation and Parks Department at 1-888-828-2069 or email: [dporteous@rdn.bc.ca](mailto:dporteous@rdn.bc.ca).

**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)



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 complete left hand column if your organization has been successful with Grant-In-aid the previous year.
- when submitting your final report you must submit actual revenues and expenses – please use these budget sheets - complete the right hand column and attach to your final report.**

*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:**

<b>EXPENSES</b>	<b>YEAR 20__</b>
	<b>Projected (To be completed for application)</b>
<b>Supplies / Equipment:</b>	
Facility / Venue Rental	
Permits	
Insurance	
Advertising Costs (marketing / publicity)	
Vehicle Rentals	
Administrative Costs (please specify, ie. 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)	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
<b>Total Expenses = Line A</b>	<b>\$</b>

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

**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:

<u>Type / Source</u>	<u>Estimated Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____