



## GRANT-IN-AID APPLICATION

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

**ATTACH LIST SHOWING YOUR ORGANIZATION'S STRUCTURE (INCLUDING DIRECTORS/BOARD MEMBERS/OFFICERS AND VOLUNTEERS)**

IS YOUR ORGANIZATION REGISTERED AS A NON-PROFIT SOCIETY IN BC?                               **YES**                                **NO**

DOES YOUR ORGANIZATION MEET THE ELIGIBILITY CRITERIA IN POLICY 3.26?                               **YES**                                **NO**

<b>PROJECT TITLE AND BRIEF DESCRIPTION</b>
<b>GEOGRAPHIC AREA SERVED BY PROJECT:</b>
<b>NUMBER OF PEOPLE SERVED BY PROJECT:</b>
<b>PROJECT PERIOD OR DATE:</b> _____ <b>to</b> _____
<b>TOTAL PROJECT COST: \$</b> _____
<b>FOR THIS PROJECT, SOURCE AND AMOUNT OF FIRM FUNDING/COMMITMENTS TO DATE:</b>
<b>FOR THIS PROJECT, OTHER FUNDING SOURCES (AND AMOUNTS) APPLIED FOR AND STATUS:</b>

<b>IS THE EVENT BEING HELD WITHIN THE BOUNDARIES OF THE CITY OF PARKSVILLE?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>LOCATION:</b>		
<b><u>OR</u> IS THE INDIVIDUAL OR TEAM THE CURRENT PROVINCIAL CHAMPION?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>

ARE THEY GOING TO REPRESENT INTERNATIONAL, NATIONAL OR WESTERN CANADIAN EVENTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HOW MANY MEMBERS ARE IN THE GROUP OR ORGANIZATION?		
HOW MANY VOLUNTEERS ARE INVOLVED IN THE ORGANIZATION?		
WHAT PERCENTAGE OF THE MEMBERS OF THE GROUP OR ORGANIZATION RESIDE IN THE CITY?	%	
DOES THE GROUP/ORGANIZATION CONDUCT FUNDRAISING BY MEANS OF TAG DAYS, MAIL-OUTS OR DOOR-TO-DOOR CAMPAIGNS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT SERVICE DOES THE ORGANIZATION PROVIDE TO THE COMMUNITY?		
HAS THE GROUP/ORGANIZATION RECEIVED FUNDING FROM THE CITY IN THE PAST?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, IT IS <b>MANDATORY</b> TO PROVIDE AN EVALUATION OF THE USE OF THE FUNDS RECEIVED		
<b>MANDATORY</b> - DESCRIBE AND EVALUATE THE USE OF PAST GRANT:		
OUTLINE THE BENEFITS TO THE COMMUNITY AS A RESULT OF THE GRANT:		

**DEADLINE DATE FOR APPLICATIONS IS WEDNESDAY, MARCH 1, 2023. PLEASE ENSURE THAT:**

- All questions have been completed in full
- An organizational structure is attached
- A copy of the financial statement is attached
- A copy of the budget is attached

**SUBMITTED BY (please print name):** \_\_\_\_\_

SIGNATURE	DATE

**SUBMIT TO:**

Administration Department, City of Parksville  
 100 Jensen Avenue East, Box 1390, Parksville, BC V9P 2H3  
 Telephone: 250 954-3060 Fax: 250 248-6650

OFFICE USE ONLY	2022	2021	2020	2019	2018
Previous year(s)					
Comments:					

**NOTE**  
**INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED FOR CONSIDERATION**

# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b><i>Grant-In-Aid Applications</i></b>	POLICY NO: 3.26
	RESO. NO: 00-40
	CROSS REF:
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EFFECTIVE DATE: February 7, 2000	APPROVED BY: Council
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REVISION DATE: November 6, 2000	RESO. NO: 00-390
October 6, 2014	RESO. NO: 14-242
	CROSS REF:
	PAGE: 1 OF 3

### PURPOSE

The City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens of the City contingent upon provisions being included in the annual operating budget.

### PROCEDURE

All grant applications will be submitted in writing to the Grants-In-Aid Select Committee for review. Incomplete applications will be returned. Returned applications which are not resubmitted by the advertised deadline in corrected form will not be considered. For example, applications which are not signed, do not provide an incorporation number or evidence of non-profit status in good standing, or do not have the proper financial statements or accounting for previous funds provided by the City will not be considered.

The Select Committee will review each application and make recommendations to Council as to whether grants should be approved and the amount, subject to funding availability. Council is not obligated to allocate all or any budgeted funds.

In general, information required includes:

- Completed application form,
- Brief history of the organization,
- Current Board of Directors,
- Most recent consolidated financial statements,
- Local membership content,
- Grant amount requested and a summary of the benefits directly to the citizens of Parksville.

Applicants are advised to review the "Criteria for Awarding Grants" to ensure their application complies.

### CRITERIA FOR AWARDING GRANTS

Community groups and organizations in the arts, cultural, recreational or social services field may apply for direct financial assistance from the City based on the following criteria:

1. The group or organization is not commercial in nature.
2. The group or organization is a registered non-profit society in good standing. Proof of registration must be provided.
3. The group or organization must have a broad base of support within the community with a demonstrated track record of community service.
4. The group or organization must include participating volunteers from the City of Parksville.
5. The group or organization must demonstrate financial need for a specific program or project. It must demonstrate financial independence in its general operation, with multiple sources of income, and not solely reliant on the City of Parksville.
6. The group or organization must submit details of other sources of financial support as part of the application.
7. A detailed annual budget for the year the grant is requested detailing all revenues and expenditures.
8. Financial statements from the fiscal year immediately preceding the year for which the grant is requested. If funding was provided by the City in the previous year, include details of how the grant money was spent.
9. The group or organization must include a description of the benefits to the citizens of Parksville should the grant application be approved.
10. An application will not be accepted from any group or organization with outstanding debts or other obligations to the City.
11. A grant will be considered for travel expenses for current Provincial champions to compete in Provincial, National and International championships or competitions for a team or individuals.
12. Applications for financial assistance for commitments or expenses incurred prior to the approval of the application will not be considered.

13. Groups or organizations will only be considered for funding twice in a calendar for a special event or project which occurs *after* having received previous funding in the same calendar year.
14. Council will not provide assistance for the purpose of enabling the applicant to provide a grant to another organization.
15. Grant applications that do not adhere to the above criteria but have merit in terms of community value and involvement will be considered individually based on uniqueness of proposal.

### APPLICATIONS

Groups or organizations wishing to apply for funding assistance are requested to obtain a copy of Grants-In-Aid Policy No. 3.26 and an application form to ensure their submission will meet all the necessary criteria.

There shall be two application submission dates of March 1<sup>st</sup> and September 1<sup>st</sup> with one-half of the annual budget allocation available for each submission date. An advertisement shall be placed in a local newspaper at least one month prior to both deadline submission dates. Submissions received after the March 1<sup>st</sup> deadline will not be considered and may be referred by the Grants-In-Aid Select Committee to the second annual submission date of September 1<sup>st</sup> for consideration. Submissions received after the September 1<sup>st</sup> deadline will not be considered or referred to the next calendar year for consideration.

### PAYMENT

Applicants are advised that grants will not be continued from year to year. Renewals or funding increases are not automatically awarded.

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