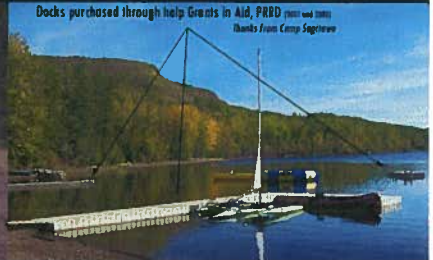


# GRANT-IN-AID PROGRAM GUIDE

Peace River Regional District



Docks purchased through help Grants in Aid, PRRD 1997 and 2005  
Thanks From Camp Segrewe

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### GRANT-IN-AID ANNUAL PROJECT REPORT

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## GRANT-IN-AID GENERAL INFORMATION

Each Year the PRRD annually distributes approximately \$435,000 to rural recreation, social and cultural organizations throughout the region. Organizations use this money for capital improvement projects, recreation and cultural program funding, insurance and special events to name a few. All organizations who receive this funding are non-profit societies who largely depend on the dedication of volunteers to operate and manage their organizations.

## ELIGIBILITY

1. Applicant organizations must be non-profit registered Societies which provide recreation, arts, sports, and/or social activities for the community at large.
2. Applications from rural organizations must be submitted by the Recreation Commission or Community Association/Club in that rural community.
  - All organizations submitting an application to Grant-in-Aid under the umbrella of another organization (i.e., Recreation Commission or Community Association) must coordinate with the “Umbrella Group” to be included in the Umbrella Group’s final application. Umbrella Groups must submit the full application on behalf of themselves and the Sub-group to the Regional District.
3. Applicants must be in attendance at adjudication meetings to be eligible for grants.
  - Meetings are generally held in April of each year. All organizations that have made an application to the Regional District will be notified of the meeting date, time and location.

## TYPES OF PROJECTS & SERVICES CONSIDERED IN THE RURAL COMMUNITIES

Applicants in the Chetwynd/Area E and the South Peace Subregional areas may apply for annual grants for operational costs (i.e., insurance, utilities, maintenance, and program costs). Applicants in Areas B and C may apply for grants for capital improvements or capital development only.

1. Capital Development  
Capital development includes the upgrade or improvement of an existing facility or new facility. Some examples may include the construction of an outdoor ice rink or playground, a renovation of an existing kitchen in a community hall or the construction of corrals or barns at a gymkhana or fair ground. Major equipment purchases will also be considered.
2. Operations Assistance  
Operations assistance includes funding for insurance costs, heating costs, general program costs, or other costs which support the ongoing operations of the organization and their ability to provide services to the communities they serve.

## GRANT-IN-AID PROCESS

1. Organizations must submit to the Peace River Regional District their Application, Annual Report and all attachments on or before the last working day in February of each year.
2. Staff and Directors will review all applications. Directors for the Chetwynd/Area E and South Peace Sub-Regional areas will make recommendations on the minimum amounts groups in these areas should receive.
3. Adjudication meetings are held in each of the Grant-in-Aid areas where applicants, Directors and staff will review and to come to consensus about the allocations each group should receive.

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Applicants **MUST** attend the meeting in their area to receive Grant-in-Aid funds. Electoral Area Directors have absolute discretion in the final decision.

4. Following the adjudication meetings, the recommendations made by each area will be forward to the Rural Budget's Administration Committee for final approval. Upon final approval organizations will receive a letter of confirmation stating their grant allocation.

### **RELEASE OF FUNDS**

1. After Regional District approvals, a schedule of payments may be arranged as follows:
  - a) The organization pays the supplier directly, then requests reimbursement from the Regional District by submitting a copy of the invoice with a claim form. Claim forms can be found on our website at [www.prrd.bc.ca](http://www.prrd.bc.ca).
  - b) In exceptional circumstances, an organization may request in advance the total or partial payment of the approved grant from the Regional District. Applicants should contact our office directly for more information on this option.
2. If the funds are requested for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the address or email noted below.

### **CONTACT**

**Peace River Regional District**  
**Box 810, Dawson Creek, BC V1G 4H8**  
South Peace - Phone: 250 784-3200 Fax: 250 784-3201  
North Peace - Phone: 250 785-8084 Fax: 250 785-1125  
E-Mail: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

# Grant-in-Aid Application

The following documents and attachments must accompany the Grant-in-Aid Application to be eligible for funding:

- Grant-in-Aid Checklist
- Grant-in-Aid Application Form
- Grant-in-Aid Annual Report

The following guide provides information on how to complete these forms and the attachments that should be submitted with your application

**Note: Umbrella Sub Groups;**

Sub-Groups that are applying under an Umbrella Group for Grant-in-Aid must also submit a full application package. The Sub-Group must come to an agreement and coordinate with the Umbrella Group to provide them with their FULL application. In turn the Umbrella Group will submit the Sub-Group's application and their own application to the PRRD.

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## Grant-in-Aid Checklist

The PRRD has developed a checklist for applicants to ensure that when you are submitting your application to the PRRD that all necessary information has been included in your application package. Applicants are reminded to include ALL information requested under "APPLICATION" and the ANNUAL REPORT.

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## Grant-in-Aid Application Form

### Section 1 & 2: Applicant Information

Provide contact information of the organization that includes contact information for a key person that the PRRD can contact for questions regarding your application or Grant-in-Aid (GIA) funding.

### Section 3: Purpose of Organization

Provide information on the types of services or programs your organization offers to the community.

### Section 4: Property Information

Provide information of the legal description of the property and whether your organization owns your facility and/or your property. In some instances organizations own the facility but may lease the land upon which the facility is located.

### Section 5: Executives of Your Organization

Provide the names, primary phone number and email address for your President/Chair, Vice-president/Vice-chair, Treasurer and Secretary.

### Section 6: Programs & Activities

Provide a list of the types of activities or programs your organization has offered to your community in the last year. This may include activities that are offered directly by your organization or through another organization/group that rents your facility. For example, list the number of community dinners, weddings, dances, fairs or youth group meetings that are held each year at your facility. Please also provide the number of these activities that take place each year along with the general dates in which they took place.

### Section 7: 5 Year Action Plan

Provide details for a five year plan that includes the general operations of the organization and/or their plans for capital improvements or acquisitions. The PRRD encourages each group to look ahead and develop a 5 year plan for their organization.

### Section 8: Proposed Year 1 Project

**In the space provided**, provide a short description of the project or general operations that your organization is requesting funding for.

Capital improvements example:

- Kitchen Renovation: purchase and installation of a new floor, new range hood and stove, concrete board behind stove, backsplash tiling and lighting in kitchen and dining area

Operations assistance example:

- Operations: purchase of property and liability insurance, propane (heating), electricity and office supplies

### Adjudication attachment.

**Provide answers that will address the following adjudication criteria as it relates to your Year 1 Project:**

- How essential the project is to the community.
  - What makes your project or service unique and important to your community?
- The project's overall effectiveness in the community.
  - What positive impacts will your service or project have on the community?
- The contribution of the project to the quality of life of that community.
  - How will quality of life be enhanced and for whom? (i.e., children, youth, families, seniors, etc.)
- The availability of the nearest similar project.
  - Do your neighbouring communities offer similar services or have completed similar projects? If so, what makes your services or project different and essential to your specific community? Could you partner with another organization to offer a service or program?
- The degree of support by the community at large.
  - This may include support of your membership as well as the community at large.
- The experience, commitment and ability of the project's sponsors to complete the project.
  - For capital improvements give an indication of who will be leading the project and their degree of experience in managing the type of project you are proposing.
  - If your project includes operational assistance please indicate how long the current executive has been leading the organization even if elections are held annually.
- The degree of voluntary participation and community donation, ie: labour, equipment, materials, and earned revenue.
  - For capital improvements, indicate the number of volunteers you have secured for your project and if any equipment, materials, or funds have or will be donated.

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- The area and population served.
  - If you project will positively impact or serve residents from other communities please indicate this.
- An evaluation of the ability of the project proponents to meet other or continuing cost implications, ie: maintenance, utilities, insurance.
  - Indicate if there will be any other cost implications like additional property or liability insurance and how your organization plans to raise funds to cover these costs in the future.

*Note: that all costs must be detailed and included in the budget you provide with your application*

**Section 9 & 10: Availability to the Community & Facility Usage**

Provide a statement if your programs and services are offered to the community at large. Provide an estimation of how many people are expected to use the facility in the next year based on previous years usage.

**Section 11: Amount Requested from PRRD**

Mark clearly the TOTAL amount being requested from the PRRD. This figure should be reflected in the budget you are submitting with your application.

**Note Sub-Regional Umbrella Groups**

Mark clearly the TOTAL amount being requested from the PRRD. This must include the amount you are requesting on behalf of the Umbrella Group and the amount that the Sub-Group is requesting.

*i.e., Umbrella Group Amount + Sub-Group Amount = Total Requested from PRRD*

The amount that the Umbrella Group is individually requesting should be reflected in the budget that is being submitted with the sub-group application.

**Umbrella Groups must complete on their application the table below that shows the split between the Umbrella Group and the Sub-Group. This must be clearly identified and included for accounting purposes.**

**FOR UMBRELLA GROUPS ONLY (EXAMPLE)**

	Organization Name (to which monies will be payable)	\$ Amount	% split
<b>Group A : Umbrella Organization</b>	Sun Valley Recreation Association	\$12,000.00	77%
<b>Group B : Sub-Group</b>	Horse & Pony Gymkhana	\$3,500.00	23%
	<b>Total</b>	<b>\$15,500.00</b>	<b>100%</b>

*Definition of "Umbrella" Organization: is a separate and distinct registered society that is making application for funding on behalf of another separate organization solely for the purpose of accessing Grant-in-Aid funding. The applicant of the sub-group must coordinate with the umbrella group to be included in the final application that is submitted to the Regional District. The "Umbrella Organization" must submit the full application to the Regional District.*

**Note Sub-Regional Sub-Groups**

Please mark on your application the TOTAL amount you are requesting for your Sub-Group only. This figure should in some way be reflected in the budget you are submitting with your application. DO NOT complete the table above, only the Umbrella Group will complete this table.

**Section 12: Tracking Volunteer Hours**

Provide the TOTAL number of volunteer hours contributed to your organization in the previous year. This will include volunteer time for all events, meetings, and capital improvement projects.

## Grant-in-Aid Application Attachments:

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### Financial Statements:

As an indication of the financial health and fiscal responsibility of your organization, organizations must provide year-end financial statements including the current bank balance(s), any savings, term deposits and GIC account information. At minimum organizations must provide an Income Statement or schedule of income and expenses. Organizations are also encouraged to provide a Balance Sheet and Cash-Flow Statement when possible.

### Project Budget:

Applicants must provide a detailed project budget which should show sources of revenue, project expenses and in-kind donations. If your organization is within Area E/Chetwynd or the South Peace Sub-Regional Grant-in-Aid areas you may provide a budget that details operational and capital projects. Areas B and C should only provide a budget for capital projects.

### **FOR OPERATIONAL ASSISTANCE BUDGETS**

Effective 2009, all organizations applying for funds for operational assistance must provide a detailed budget of costs. This budget may include in-kind donations of goods or services. For your own budgeting requirements, organizations are encouraged to obtain quotes for items such as property and liability insurance and/or base future costs on costs incurred in previous years. Please refer to the example below for more information. **Organizations planning on using Grant-in-Aid funds to purchase any items or services valued at \$3,000 and over must provide 3 quotes (when available) with their budget.**

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**- Example of Proposed OPERATIONAL Project Budget -  
Sun Valley Recreation Association  
2010 Proposed Operational Budget**

<b>Sources of Revenue</b>		<b>Total</b>
Cash Budgeted (carry over)		\$ 4,500.00
2010 Fundraising Dinner & Dance (projected based on 2009)		\$ 2,076.92
Hall Rentals (projected based on 2009)		\$ 2,200.00
	<b>Total</b>	<b>\$ 8,776.92</b>
<b>Project Budget</b>		<b>Total</b>
<b>Item</b>		
Office Supplies		\$ 500.00
Filing Fees		\$ 75.00
Property Insurance		\$ 2,075.00
Liability Insurance		\$ 2,250.00
Memberships		\$ 225.00
Electricity (BC Hydro)		\$ 1,250.00
Telephone		\$ 540.00
Propane		\$ 2,500.00
Janitorial Service		\$ 1,000.00
Janitorial Supplies (toilet paper, light bulbs, etc)		\$ 250.00
Playing Field Maintenance		\$ 2,225.00
Skating Rink Maintenance		\$ 1,875.00
Water (for Cistern)		\$ 720.00
	<b>Total</b>	<b>\$ 15,485.00</b>
	<b>Revenue Less Expenses</b>	<b>\$ (6,708.08)</b>
<b>PRRD Grant-in-Aid Request</b>		<b>\$ 6,708.08</b>

*Note: all expenses based on 2009 expenses paid out. Please see Statement of Income and Expenses for 2009 for more information.*

<b>In-Kind Contributions</b>				
<b>Item</b>	<b>Source</b>	<b>Hrs/Qty</b>	<b>Price</b>	<b>Total</b>
Snow Clearing for Parking Lot	CRS	20	\$ 100.00	\$ 2,000.00
Water to Flood Skating Rink	Scott's Water Service	2 loads	\$ 120.00	\$ 240.00
Gravel for Parking Lot repairs	John's Gravel Pit	2 loads	\$ 300.00	\$ 600.00
		<b>Total</b>		<b>\$ 2,840.00</b>

## **FOR CAPITAL PROJECT BUDGETS**

Effective 2009, all organizations applying for funds to make capital improvements or acquisitions must provide a detailed budget of costs. This budget may include in-kind donations of labour, equipment and materials (see below for guidelines). **Organizations planning on using Grant-in-Aid funds to purchase any items or services valued at \$3,000 and over must provide 3 quotes (when available) with their budget.** Please refer to the example below for more information.

### **In-Kind Donations:**

#### **Labour & Professional Services**

Effective April 1, 2009 organizations will be required to maintain records of volunteer labour and professional services for work on capital improvement projects. If the usual fees of a licensed tradesperson or professional, such as architects and engineers, are waived or donated for work associated with the project, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. All professional or trades related volunteer services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.

For general labour, organizations may charge out a rate of \$15.00/hour while a rate of \$25.00/hour may be applied to supervision or training activities. Volunteer time must be documented and include the following:

- Name of volunteer
- Dates he/she volunteered on project
- Hours worked each day
- Brief description of the work completed
- Signature of volunteer
- Signature of project manager

#### **Supplies**

All materials and supplies donated to the capital project should be based on market value at the time of donation. The documentation for donated supplies must include the following:

- Date of donation
- Name of the donating party
- Value of the donated materials based on market value at the time of donation
- Signature of the donating party
- Signature of the project manager

#### **Equipment**

All equipment donated to the capital project must be based on the usual billing rate of an equipment supplier or contractor. If equipment is being supplied by contractor it must be **documented by invoice showing the billing rate for the service, the number of machine hours and that the charges are forgiven.**

If personal equipment is being used, please base in-kind cost on cost to rent similar equipment verified by a rental quote.

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**- Example of Proposed CAPITAL Project Budget -**

**Half Moon Exhibition Park**  
2010 Proposed Project Budget  
**Project: 4 new single horse pens and 4 new double horse pens**

SOURCES OF REVENUE				
Item	Source	Total		
Cash Budgeted	Half Moon Exhibition	\$		13,500.00
Industry Donations	Oil 1, Forestry 2	\$		6,000.00
2009 Fundraising Dinner & Dance		\$		4,076.92
	<b>Total</b>	<b>\$</b>		<b>23,576.92</b>
PROJECT BUDGET				
Item	Source	Qty	Price	Total
Stock Waterers	Home Hardware	4	\$ 409.00	\$ 1,636.00
Gates	Peavy Mart	8	\$ 126.99	\$ 1,015.92
Shelters	UFA	3	\$ 2,075.00	\$ 6,225.00
Shipping		estimate		\$ 800.00
Outdoor Lights	Home Hardware	4	\$ 625.00	\$ 2,500.00
Gravel	Jim's Sand & Gravel	1 load		\$ 2,500.00
General Landscaping	AJ's Landscaping	see quote		\$ 12,000.00
Wire Cable	Wiser Wire Rope	10000	\$ 0.04	\$ 400.00
Steep Pipe Per Foot	Guardian Sharcor	2000	\$ 1.00	\$ 2,000.00
Welding Truck and Welder	John Smith	50	\$ 90.00	\$ 4,500.00
	<b>Total</b>			<b>\$ 33,576.92</b>
	<b>Revenue Less Expenses</b>			<b>\$ (10,000.00)</b>
<b>PRRD Grant-in-Aid Request</b>				<b>\$ 10,000.00</b>

IN-KIND CONTRIBUTIONS				
Item	Source	Hrs	Price	Total
Backhoe	Jim's Sand & Gravel	10	\$ 200.00	\$ 2,000.00
Welding Truck and Welder	John Smith	50	\$ 90.00	\$ 4,500.00
Volunteer Labour	10 club members	125	\$ 15.00	\$ 1,875.00
	<b>Total</b>			<b>\$ 8,375.00</b>

	Quote 1	Quote 2	Quote 3
<b>Shelters</b>	UFA \$ 6,225.00	ASL \$ 7,562.00	Peavy Mart \$ 8,325.00
<b>Landscaping</b>	AJ's Landscaping \$ 12,000.00	Supreme Landscaping \$ 13,252.00	United Landscaping \$ 15,252.00
<b>Welding</b>	John Smith \$ 4,500.00	A-1 Welding \$ 8,000.00	Welding 1 \$ 7,500.00

Note\* John Smith total cost is \$9,000 but will donate \$4,500 of his services

\* Please see attached quotes for the above noted items.

**Quotes:**

As noted above, organizations planning on using Grant-in-Aid funds to purchase any items or services valued at \$3,000 and over must provide copies of 3 quotes (when available) with their budget.

**Completed Society Annual Report (Form 11)**

In order for organizations to be eligible for Grant-in-Aid (GIA) funding organizations must be registered societies in good standing with the Province of British Columbia. Therefore, the PRRD requires that you submit with your GIA application your organization's most recent Society Annual Report Form 11 that you have or will file with the Corporate Registry, Ministry of Finance. For more information on maintaining your society status in British Columbia or to download a copy of the Annual Report Form 11 see [www.fin.gov.bc.ca/registries/corppg/crsocieties.htm](http://www.fin.gov.bc.ca/registries/corppg/crsocieties.htm)

**Volunteer Hours**

The Regional District suggests that all organizations keep track of individual volunteer time for all events, meetings, and capital improvement projects. This information shows the substantial contribution your organization is making in your community and ensures that funds are being equitably distributed. It also helps you, as an organization, to identify significant volunteer contributions and honor / manage your volunteers accordingly. Please include with your application a form or description that details the number of volunteer hours. Please see the next page for a sample form that may be used to track volunteer hours.

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**VOLUNTEER HOUR(S) TRACKING FORM**

Society Name: \_\_\_\_\_

Task Description: \_\_\_\_\_

<b>Date</b>	<b>Volunteer Name</b>	<b>Sign In Time</b>	<b>Sign Out Time</b>	<b>Total hours</b>
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Grand Total: \_\_\_\_\_

\_\_\_\_\_  
Project Manager Signature

# Grant-in-Aid Annual Project Report

## Background

### Who Must Complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What Must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.

### When?

- All Annual Reports are **due by February 28<sup>th</sup> of each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### Important Note:

- Organizations may be required to complete **more than one Annual Report** if:
  - (a) Your organization has utilized funds from the 2008 or 2007 years in the 2009 year, **AND**
  - (b) The activities that the funds were utilized were in accordance with the projects, events or operational costs that were applied for and approved in 2008 or 2007.
- If your organization **applied and received approval** to amend the project for which your organization originally received Grant-in-Aid funding please complete one Annual Report making note that funds were approved in previous years (i.e., 2008 or 2007).

## Project Summary

### Section 1: What Grant-in-Aid funding year does this report refer to?

Please provide the year that the funds were allocated to you. For instance if you completed a project in 2009 but the funds were allocated to your group in 2007, please **state "2007" as the funding year.**

For those who received funding amendment approvals (i.e. requested and received approval to reallocate your GIA funds to a different project than what you were originally granted) please state this. For instance, if you completed a project in 2009 and you utilized funds from 2009 (as per your GIA application) **and** you received a funding amendment for your remaining 2008 funds, please **state "2009 and 2008 (with funding amendment)."**

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If your organization has completed multiple projects in a single year with funds from different GIA funding years you should complete more than one Grant-in-Aid Annual Report. For instance, if in 2009 you completed your 2007 project with your 2007 funds and you completed your 2009 project with your 2009 funds, please complete two (2) Grant-in-Aid Annual Reports.

**Section 2: What activities did your organization complete or start in the last year for which you received Grant-in-Aid funding?**

Please provide a description of activities that your organization completed or started in the last year as they relate only to the GIA funds you received. For instance, if your organization was granted funds to construct horse pens in 2009 and you started work on constructing these pens in 2009 please provide details. If you received GIA funds for general operations please provide a brief description of the activities your organization engaged in (i.e., monthly Board Meetings, community dances, dinners, etc.)

Example:

Started construction of horse pens and maintained general operations of organization including having monthly board meetings, hosting dances, dinners and renting our hall out to community groups and private organizations.

**Section 3: Please describe the progress you made on your capital projects, events or general operations for which you applied for Grant-in-Aid funding.**

**a. What was accomplished or completed with assistance from Grant-in-Aid funding?**

Please provide a description of what you accomplished with the GIA funding that your particular Annual Report Refers to.

Examples:

Construction of Horse Pens: cleared trees, pulled stumps, leveled ground, installed posts

General Operations: conducted general operations of facility as per budget provided including hosting 2 community dinners, 2 community dances and coordinating the rental of the hall to outside groups.

**b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or event were not completed or costs were not incurred.**

Examples:

Construction of Horse Pens: our organization still needs to install panels and gates on our pens. This could not be completed in 2009 due to an early snow.

General Operations: our organization received a small discount on our insurance costs and therefore have not utilized all operational funds granted.

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**c. What is your plan to complete your projects and/or events or utilize your operational cost funding?**

Please provide a description of how you plan to complete your projects or if your organization does not plan to complete them in the future. If your organization cannot complete your project in the future please state why. For instance:

- costs have increased and your organization no longer has the funds
- it is no longer a priority for the organization
- not enough volunteer or community support, etc.

Examples:

Construction of Horse Pens: our organization plans to complete the construction of the horse pens in the Spring of 2010 with the funding received in 2009.

General Operations: our organization would like to utilize our remaining 2009 operational funds to pay for a higher than usual propane bill.

**d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?**

Please provide a general timeframe for when you plan to complete your project or utilize your remaining operational funds.

Examples:

Construction of Horse Pens: our organization will complete the construction of the horse pens by May 15, 2010.

General Operations: our organization will submit receipts for our propane bill by March 15, 2010 which will use up the remainder of our funds for 2009.

## **Expenses Summary**

**Please provide a summary of costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2009, 2008 or 2007).**

Example A:

Amount of Approved GIA Funding in <u>2009.</u>	\$18,500.00
Less <b>TOTAL</b> Operational Costs paid for by GIA	<u>\$4,342.00</u>
Less <b>TOTAL</b> Capital Costs paid for by GIA	<u>\$11,256.00</u>
Total GIA Funds Remaining for <u>2009.</u>	<u><b>\$2,292.00</b></u>

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**For Funding Amendments:**

If you have received a funding amendment, please indicate this in the table below by adding the amount you were originally granted for the project or year with the amount that was reallocated from a previous year. For example if you had \$1,000 left from 2008 and were granted an amendment to allocate it to your 2009 project where you were granted \$18,500, add these 2 figures together.

*i.e., Reallocated Funds 2008 + GIA Funds 2009 = Amount Approved GIA Funding*

**Example B:**

Amount of Approved GIA Funding in <u>2009 &amp; 2008.</u>	\$19,500.00
Less <b>TOTAL</b> Operational Costs paid for by GIA	<u>\$4,342.00</u>
Less <b>TOTAL</b> Capital Costs paid for by GIA	<u>\$11,256.00</u>
Total GIA Funds Remaining for <u>2009.</u>	<u><b>\$3,2902.00</b></u>

*\*if you have questions about this section or are unsure of the funds you have remaining please contact our office for assistance*

**Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)**

Examples:

Our organization plans to utilize all remaining funds by May 15, 2010.

Or ....

Our organization plans to request a funding amendment to apply remaining funds towards our 2010 project.

## December



### Applications Mailed Out

All Grant-in-Aid recipient organizations are mailed the following:

- GIA Application Form & Application Checklist
- Claim Form
- Annual Report Form
- Program Guide

This information is also regularly updated on our website at [www.prrd.bc.ca](http://www.prrd.bc.ca).

\*\* It is important the organizations utilize the forms sent to you or listed on our website as changes have been made recently to many of these forms.

## February



### Annual Report & Application Deadline

Application package and Annual Reports are due back to the Peace River Regional District's Dawson Creek or Fort St John offices by the last weekday in February.

\*\* Use the checklist to ensure that you have included all of the necessary documentation!

## March



### Staff & Directors Review Application Packages

All Applications are reviewed by staff to check that the submissions are complete. Staff also check BCOOnline to ensure that all organizations who have applied for funds have filed their annual reports with the BC Registrar of Societies. Electoral Area Directors receive copies of all applications and may make recommendations on funds that each group could receive.

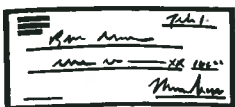
## April



### Funds Allocated at Grant-in-Aid Meetings with Applicants

All applicants must have a representative present at the meeting in their area in order for their organization to be allocated funds. In the third week in April meetings are held to allocate funds. Meetings are held the third week of April in: Area B/C, Chetwynd and the Subregional (Area D and a portion of Area E)

## August



### Claim Reimbursement Begins

Organizations may submit claims for reimbursement for approved Grant-in-Aid fund starting August 1st. Claim forms must be completed with copies of invoices/receipts attached. Claims prior to August 1st will be reimbursed if they are for a previous calendar year.

# Example - Managing Grant-in-Aid Funds:

## Sunny Prairie Horse Club

Each year the Sunny Prairie Horse Club applies to the Peace River Regional District for Grant-in-Aid Funds.

Here is what they have applied for and received in 2008, 2009 & 2010.



Year: 2008  
Project: Paddock fencing  
Amt requested: \$15,000  
Amt granted: \$10,000



Year: 2009  
Project: Tractor  
Amt requested: \$30,000  
Amt granted: \$20,000



Year: 2010  
Project: Small barn  
Amt requested: \$25,000  
Amt granted: \$18,000

Each year the funds they receive go into a separate project bowl.  
This is the maximum amount they can receive for their approved projects in each year.



2008 = \$10,000



2009 = \$20,000

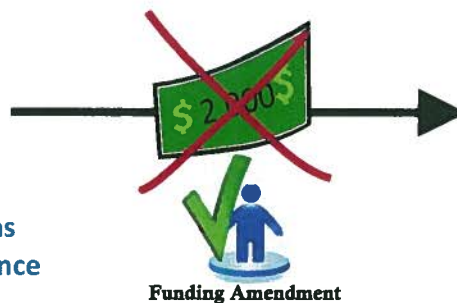


2010 = \$18,000

Funds cannot be moved between projects and bowls without prior approval from the Electoral Area Directors and the submission of a "Funding Amendment".



2008 = \$2,000 remains  
after completing the fence

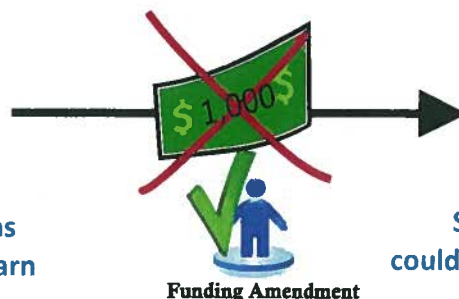


2009 = requires an  
additional \$2,000

Similarly, unspent funds cannot be spent on NEW items or projects that were not previously approved.  
A 'Funding Amendment' must be submitted to request approval for a new project.



2010 = \$1,000 remains  
after completing the barn



Sunny Prairie Horse Club  
could use a new information kiosk

# **Additional Grant-in-Aid Forms**

**Peace River Regional District  
Recreation and Cultural Grant-in-Aid Program Guide**

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## Tips to Managing Grant-in-Aid Funds on an Annual Basis

Each year the Peace River Regional District (PRRD) distributes approximately \$435,000 to rural recreation, social and cultural organizations throughout the region. Organizations use this money for capital improvement projects, recreation and cultural program funding, insurance and special events. All organizations who receive this funding are non-profit societies who largely depend on the dedication of volunteers to operate and manage their organizations.

Here are some tips on how to manage your Grant-in-Aid (GIA) funds from the PRRD.

**1) Develop a well thought out 5 year plan and annual plan with cost estimates and quotes.**

- Each year when submitting a GIA application organizations are required to submit a budget and project plan for the upcoming year, in addition to a 5 year plan. The more time and detail an organization puts into developing short and long-term plans, the better prepared an organization will be financially, as well as from a volunteer standpoint. Often large projects cannot be completed in a single year and will require organizations to save funds, conduct multiple year fundraising and construct the project through a multiple year or phased approach. Planning in advance will increase your organizations' opportunity for success in completing your projects.

**2) Keep clear records of what your organization applied for each year and how you were allocated in GIA funds.**

- In order to plan appropriately for each year it is important to keep records of:
  - i. what your organization applied for in the previous year,
  - ii. how much GIA funding your organization received, and
  - iii. how much GIA funds you have remaining for each year.

In order to maintain continuity, it is also important to pass this information on to new executive members of your organization each year.

**3) Purchase essential items before, purchasing optional items.**

- For organizations that are eligible to receive funding for operational items (i.e., insurance, propane, etc.) as well as capital projects, it is important to plan in advance to purchase or save funds for essential items (i.e., insurance) before considering starting other projects.

**4) Monitor the progress of your projects.**

- Each year GIA groups are required to submit an annual report outlining the status of their projects. By monitoring what your organization has completed and what is outstanding you will be able to prepare better ...

**5) Understand how annual Grant-in-Aid funds work.**

- Check out the following information on the "Annual Timeline" and "Managing GIA Funds" (attached)



Applicant: \_\_\_\_\_

## Application Checklist

Date: \_\_\_\_\_

**All application packages must include the following items.**

### APPLICATION:

- Completed Recreation and Cultural Grants-in-Aid **application form including a "Project Rationale"** detailing the following items listed under "Adjudication Criteria":
  - 1) How essential the project is to the community
  - 2) The projected capital and operating costs of the project
  - 3) The availability of the nearest similar project
  - 4) The degree of support by the community at large
  - 5) The project's overall effectiveness in the community
  - 6) The amount of the grant requested compared to the total project cost
  - 7) The accountability, legal status, financial stability of the applicant
  - 8) The experience, commitment and ability of the project's sponsors to complete the project
  - 9) The degree of voluntary participation (see below) and community donation, (i.e., labour, equipment, materials and earned revenue)
  - 10) The area and populations served
  - 11) The contribution of the project to quality of life of that community
  - 12) An evaluation of the ability of the project proponents to meet other continuing cost implications (i.e., maintenance, utilities, insurance)
- Financial statements** for the previous year which includes a summary of revenue and expenses (income statement) and shows all sources of fundraising.
- Detailed project and/or operating **budget**.
- 3 quotes** for any services, materials and equipment valued at \$3,000 or more is required for all capital projects
- Society Annual Report** (Form 11) from the Ministry of Finance, BC Registry Services.
- Statement detailing all **volunteer hours** for events and capital projects for the previous year.

### ANNUAL REPORT:

- Grant-In-Aid Annual Report** detailing how your Grant-In-Aid funding has been spent.  
Note: organizations may be required to submit more than one Annual Report if they have completed projects using more than 1 previous years' funding (i.e., funding from 2008 and 2007 or 2006). One report should be submitted for each funding year (i.e., one for 2008, one for 2007, etc.)
- Photo documentation** of events or capital projects for which your organization received Grant-in-Aid funding (where possible).

### IMPORTANT!

- Umbrella Organizations & Agreements**  
All organizations making application to Grant-in-Aid under the umbrella of another organization **MUST complete a FULL application package** as outlined in the above checklist. Sub-groups must coordinate with the "Umbrella Group" to be included in the Umbrella Group's final application. Umbrella Groups must submit the full application on behalf of themselves and the Sub-group to the Regional District. **\*\*Note: the term "project" refers to capital projects and/or general operations**





## Peace River Regional District Recreation and Cultural Grants-in-Aid Application

### A. ELIGIBILITY

1. Applicant organizations must be non-profit registered Societies which provide recreation, arts, sports, and social activities for the community at large.
2. Applications from rural organizations must be made by the Recreation Commission or Community Association/Club in that rural community.
3. Applicants must be in attendance at adjudication meetings (see Section C) to be eligible for grants.

### B. APPLICATION (please refer to Application Checklist)

1. Applicants must complete a Recreation and Cultural Grants-In-Aid application form.
2. Applicants must attach a project and/or operational budget (where applicable) detailing expected sources of income and expenses.
3. Applicants must attach an annual Financial Statement (a summary of Revenues and Expenditures).
4. Applicants should indicate all volunteer labour and donations; and local fund raising. Please refer to the attached form.
5. Applicants should indicate Capital Development e.g. projects longer than one year in phases and annual operating cost projections.
6. Applicants MUST complete and submit a Grant-in-Aid Annual Report form and include photo documentation (where applicable).
7. Annual grants will consider insurance, utilities, maintenance, and program costs, where applicable.
8. Grants-In-Aid funds will not be allocated to payment of debt or of wages, except where wages are considered in contractor costs.
9. All applicable permits must be obtained.

### C. GRANT-IN-AID PROCESS

1. General meetings are scheduled to review applications. Recommendations are made to the Electoral Area Director who has absolute discretion in the final decision.
2. Submission deadline is the last working day in February of each year. Applicants will be notified of exact General Meeting date, time and place.

### D. GRANT-IN-AID CRITERIA

1. How essential the project is to the community.
2. The projected capital and operating costs of the project.
3. The availability of the nearest similar project.
4. The degree of support by the community at large.
5. The project's overall effectiveness in the community.
6. The amount of the grant requested compared to the total project cost.
7. The accountability, legal status, financial stability of the applicant.
8. The experience, commitment and ability of the project's sponsors to complete the project.
9. The degree of voluntary participation and community donation, ie: labour, equipment, materials, and earned revenue.
10. The area and population served.
11. The contribution of the project to the quality of life of that community.
12. An evaluation of the ability of the project proponents to meet other or continuing cost implications, ie: maintenance, utilities, insurance.



## E. RELEASE OF FUNDS

1. After Regional District approvals, a schedule of payments may be arranged as follows:
  - a) The organization pays the supplier directly, then requests reimbursement from the Regional District by submitting a copy of the invoice.
  - b) An organization may request the total or partial payment of the approved grant from the Regional District.
2. If the funds are requested for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the address or email noted under Section G.

## F. TYPE OF PROJECTS AND SERVICES CONSIDERED IN THE RURAL COMMUNITIES

1. Capital Development
  - a) Upgrade/improvement to existing facility; or new facility. For example - outdoor ice rink; library; community hall; museum; ball diamond; playground.
  - b) Major equipment purchase. For example - Snowblower, safety equipment.
2. Operations Assistance

More applicable to rural communities in the South Peace Sub-Regional and Chetwynd function than to the rural communities in the North Peace.

## G. CONTACT:

**Peace River Regional District - Box 810, Dawson Creek, BC V1G 4H8**

South Peace - Phone: 250 784-3200 Fax: 250 784-3201

North Peace - Phone: 250 785-8084 Fax: 250 785-1125

E-Mail: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

- *If you have any questions on how to complete this application or any of the related forms, please feel free to contact us. You may also wish to refer to the Grant-in-Aid Program Guide for more information on how to complete your application.*





# Grant-in-Aid Application

7) Please provide a 5 year action plan for your organization.

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

## PROPOSED PROJECT INFORMATION

8) Describe the Year 1 project or general operations for which your organization is requesting funding.

9) Will the project/service be available to the community at large?      Yes      No *(please check one)*

10) How many people will use your facility/program in the next year?

11) TOTAL requested from the Regional District

Please show percentage split with the umbrella groups, if applicable. This must be clearly identified for accounting purposes.

### FOR UMBRELLA GROUPS ONLY

	Organization Name <i>(to which monies will be payable)</i>	\$ Amount	% Split
Group A:			
Umbrella Organization	_____	_____	_____
Group B:			
Sub-Group	_____	_____	_____
	<b>TOTAL</b>		<b>100%</b>

\*Definition of "Umbrella" group: An Umbrella group is a separate and distinct registered society that is making application for funding on behalf of another separate organization solely for the purpose of accessing Grant-in-Aid funding. The applicant of the sub-group must coordinate with the umbrella group to be included in the final application that is submitted to the Regional District. The "Umbrella Organization" must submit the full application to the Regional District.

## ATTACHMENTS

- a) Year-end financial statements including current Bank Balance:
- b) Detailed project budget
  - Please see pages 8 to 12 of the Grant-in-Aid Program guide for examples
  - Attach 3 quotes for labour, equipment or material costs valued at over \$3000
- c) Completed Society Annual Report Form 11
- d) Savings, term deposits and GIC account information



## VOLUNTEER HOURS

- 12) The Regional District recommends that all organizations keep track of individual volunteer time for all events, meetings, and capital improvement projects. This information shows the substantial contribution your organization is making in your community and ensures that funds are being equitably distributed. It also helps you, as an organization, to identify significant volunteer contributions and honour / manage your volunteers accordingly.

*Please refer to the sample form provided in the Grant-in-Aid Program Guide*

**TOTAL Volunteer Hours Accumulated by Your Organization in the previous year:**

---

Signature of Applicant

---

Phone



## Peace River Regional District Recreation and Cultural Grants-in-Aid Application

### Peace River Regional District Grant-In-Aid

### Annual Report Guidelines

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#### Who Must Complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

#### What Must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.

#### When?

- All Annual Reports are **due by February 28<sup>th</sup> of each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

#### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

#### Important Note:

- Organizations may be required to complete **more than one Annual Report** if:
  - (a) Your organization has utilized funds from the 2008 or 2007 years in the 2009 year, **AND**
  - (b) The activities that the funds were utilized were in accordance with the projects, events or operational costs that were applied for and approved in 2008 or 2007.
- If your organization **applied and received approval** to amend the project for which your organization originally received Grant-in-Aid funding please complete one Annual Report making note that funds were approved in previous years (i.e., 2008 or 2007).

#### We're Here to Help!

- If your organization has any questions on how to complete your Annual Report please do not hesitate to contact either:
  - Trish Morgan Manager of Community Services at 250 784-3218 or [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca)
  - Fran Haughian, Community Services Coordinator at 250 784-3209 or [fran.haughian@prrd.bc.ca](mailto:fran.haughian@prrd.bc.ca)

***We will do our best to answer any questions you may have!***



**Peace River Regional District**  
Recreation and Cultural Grants-in-Aid Application

Peace River Regional District

**Grant-In-Aid Annual Report**

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Project Summary**

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., funds approved in 2009, 2008 and/or 2007)
  
- 2) What activities did your organization complete or start in the last year for which you received Grant-in-Aid funding? (this may include capital projects, events or general operations)
  
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grant-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grant-in-Aid funding?
  
  
  
  
  
  
  
  
  
  
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  
  
  
  
  
  
  
  
  
  
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

## **Grant-In-Aid Annual Report**

**d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?**

**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2009, 2008 or 2007).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

Business phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Retain a copy of this report for your organization's records.**





## ***Instructions for Submitting a Funding Amendment:***

Organizations should complete this form when requesting to:

- a) reallocate funds for a NEW project or operational expense; and/or
- b) reallocate funds to previously approved project that was approved in a different year from the year that the surplus funds exist (i.e., reallocate surplus funds from 2010 to an approved 2009 project)

Organizations are advised to wait for the decision of the Rural Budgets Administration Committee (RBAC) before making any purchases towards your new proposed project or operational expense. Staff will inform your organization as soon as possible of RBAC's decision.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? <i>Yes</i>
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
 Box 810, 1981 Alaska Avenue,  
 Dawson Creek, BC V1G 4H8  
 fax 250 784-3201  
 email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)



## APPLICANT INFORMATION

Name of Organization:	Date:
Contact:	Phone:
Mailing Address:	
Email:	Fax:

## PROJECT TO PROVIDE FUNDS

Year Funds Granted:	Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>	
Amount Granted:	Amount to Reallocate:

## PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project:
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>

## FOR OFFICE USE ONLY

Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	_____ Project Name:	Amount Available =
	_____ Project Name:	Amount Available =
Total Unused Funds =		

Notes: