



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

- *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	_____	_____	_____
	TOTAL		100%

*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