

**RURAL RECREATIONAL AND CULTURAL GRANTS-IN-AID**

Department	Finance	Policy No.	0340-61
Section	Rural Budgets Administration Committee	Date Approved by Board	Unknown
Repeals		Board Resolution #	Unknown

Amended	May 28, 2020	Board Resolution #	RD/20/05/24(28)
Amended	December 8, 2023	Board Resolution #	RD/23/12/14
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

**2. Scope****3. Definitions**

- 3.1 *Capital Equipment*: Equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- 3.2 *Capital Improvement*: Refers to the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- 3.3 *Debt*: An amount owed to a person or organization for services, products or loans not yet paid for.
- 3.4 *New Applicant Organizations*: Refers to organizations that have not received PRRD Recreational and Cultural Grants-in-Aid prior to 2012.
- 3.5 *Operational Expenses*: The day-to-day costs to operate a facility such as insurance, utilities, maintenance and upkeep, and general supplies.
- 3.6 *Rural Organization*: Any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.



- 3.7 *Sub-Regional*: A defined portion of Electoral Area E and D which is combined with a service area including the Village of Pouce Coupe, shown on Schedule L to this policy.
- 3.8 *Wages*: Any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.

#### 4. Policy

##### 4.1 Eligibility Criteria

- a. Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b. At least 75% of the applicants' membership must come from the rural areas which they serve.
- c. New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the PRRD.
- d. Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

##### 4.2 Application Process

- a. Applicants must submit a formal application to the PRRD once per year on or before January 31<sup>st</sup> of each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b. Applications must be submitted directly by the recreation organization or community association/club.
- c. Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any labour, equipment or material costs valued at over \$10,000.
- d. New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e. At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.



- g. Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h. Applications from new organizations will be accepted by the PRRD for consideration providing they meet the eligibility requirements as set forth in this policy.

#### 4.3 Eligible Expenses

- a. In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b. In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c. Payment of debt and employee wages are not an eligible expense.
- d. A minimum of one (1) quote must be provided for any labour, equipment or material costs valued at over \$10,000.

#### 4.4 Annual Grant Allocations

- a. At the discretion of the Electoral Area Directors, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule E.
- b. At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Grad Fest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule F.
- c. At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule G.
- d. At the discretion of the Electoral Area Directors, funding allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules H, I, J and M.
- e. At the Directors' discretion, grant allocations for each area may be budgeted to provide for Awards Recognition to which the guidelines are attached hereto as Schedule K.

#### 4.5 Approval Process

- a. The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
  - i. Incomplete or late applications; or
  - ii. Failure to maintain society status; or



- iii. Failure to rationalize the need for funding; or
  - iv. Failure to prove the project supports the community at large.
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- b. Upon approval of the Rural Budgets Administration Committee (RBAC), eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
  - c. At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.
  - d. If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
  - e. All organizations that have made an application and have been approved to receive funding by the PRRD will be notified of the meeting date, time and location prior to the meeting.
  - f. All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
  - g. All funding allocation recommendations must be ratified by the RBAC. The RBAC reserves the right to accept, reject or amend any application at its sole discretion.

#### 4.6 Recreational and Cultural Grants-in-Aid Budgets

- a. On an annual basis the Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the PRRD Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
  - i. Electoral Area B
  - ii. Electoral Area C
  - iii. Electoral Area E West
  - iv. South Peace Sub-Regional – a defined portion of Electoral Area E and D which is combined with a service area including the Village of Pouce Coupe, shown on Schedule L to this policy.

#### 4.7 Unallocated Funds

- a. Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

#### 4.8 Payment of Funds

- a. Grant funds will be payable to the recipients upon ratification by the RBAC.



#### 4.9 Sources of Revenue

- a. Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b. The PRRD shall not be a sole source of revenue for any recreation or community association.
- c. Organizations must show in their application all sources of revenue.

#### 4.10 Reporting Requirements

- a. All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b. Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c. That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - i. Organizations being required to repay grant funds.
  - ii. Not being considered for future grant funding.

#### 4.11 Funding Amendments

- a. *Effective January 1, 2019* – Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b. In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the PRRD for support through other grant funding options.
- c. All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
  - i. If a balance remains in the grant allocation and all projects have been completed; or,
  - ii. If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d. The RBAC will have the sole discretion on whether to approve or deny any funding amendments.



e. Funds cannot be amended to pay off debt.

4.12 General

a. Recreational and Cultural Grants-in-Aid policies can only be made by the RBAC and are subject to Board approval as set forth in Bylaw No. 1166, 1998.

b. Organizations hosting annual spring allocation meetings will be paid a hosting stipend.

4.13 Recognition

a. Grant recipients will recognize the financial contributions of the PRRD by prominently displaying a certificate or plaque.

b. Associations that maintain websites, social media sites and/or membership newsletters will provide the PRRD with recognition in the form of prominently displaying a note of thanks next to the PRRD's logo.

c. Grant recipients may be requested to issue a joint press release and photo with the PRRD from time to time.

Affiliated Procedure	
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Date:

Society Number:

**Applicant Information**

**1. Name of Organization:**

**Contact Person:**

**Mailing Address:**

**Phone:**

**Fax:**

**Email:**

**Website:**

*Please list our organization on the PRRD website as a "Local Community Group"      Yes      No      (please check one)*

**2. If applicable, does your organization own any facilities or properties?      Yes      No      (please check one)**

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

**3. Organization Executives:**

**President**

Name:

Phone:

Email:

**Vice President**

Name:

Phone:

Email:

**Treasurer**

Name:

Phone:

Email:

**Secretary**

Name:

Phone:

Email:

**4. Purpose of Organization:**

**5. Please describe the programs and activities that your organization sponsored in the last year:**

**Qty per year**

**Activity/Program**

**Dates**



**6. Please provide a 5 year action plan for your organization.**

**Year 1:**

**Year 2:**

**Year 3:**

**Year 4:**

**Year 5:**

**Project Information**

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

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$10,000*
- *Annual Report(s), Schedule C*

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

**Signature of Applicant:**

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)





In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** \_\_\_\_\_

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

**Year GIA funds received:** \_\_\_\_\_

### **Project Summary**

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.
3. Please provide in detail what was not completed and why?
4. When do you expect to complete all outstanding projects, activities or events?



5. If your organization used GIA funds to support operational costs, please list the expenses below.
6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

### Summary of Financial Information

Please complete the following table.

Total GIA Contribution	_____
Less Total Operational costs paid for by GIA	_____
Less Total Capital costs paid for by GIA	_____
Total GIA funds unused	_____

If there is unused GIA funds please explain why and how your organization intends utilize them.

### Signatories

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.**

#### Board Member (Treasurer)

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

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

Phone Number: \_\_\_\_\_

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

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

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

#### Board Member

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

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

Phone Number: \_\_\_\_\_

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

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

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

#### THIS REPORT WAS PREPARED BY:

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

Phone Number: \_\_\_\_\_

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

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

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

**Retain a copy of this report for your records.**



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

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

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
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)



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

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:		



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “E” – Youth Travel

The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

#### 1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

#### 2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
  - registration/entry fees;
  - transportation expenses – fuel, airfare, bus, ferry transport, or other means of transportation; and/or,
  - accommodation expenses.
- c. All requests must include the following information:
  - description of the event and anticipated costs;
  - number of players and coaches that will attend; and,
  - names and 911 addresses of the players and coaches who reside in an Electoral Area (for verification of residency).

#### 3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

#### 4. Reporting

Within thirty (30) days of the competition, grant recipients are required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and
- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT  
Recreation and Cultural Grants-in-Aid  
Schedule "F" – North Peace Grad Fest Society

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**Schedule F – North Peace Gradfest Society**

**Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

**1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

**2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District's logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “G” – 4-H North Peace District Council

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The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

#### **1) Release of Funds**

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

#### **2) Reporting**

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.



In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary bursaries and scholarships. The guidelines for the Electoral Area B Bursary and Scholarship are as follows.

**1) Award Amount**

There are two scholastic awards. One bursary and one scholarship each with a value of \$1,000, to be presented annually to a graduating student who resides in Electoral Area B of the Peace River Regional District.

**2) Award Application**

- a) All applicants must complete the Electoral B Bursary and Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

**3) Residency Requirement**

- a) Applicants must have resided in Electoral Area B a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

**4) Registration**

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary or scholarship.

**5) Adjudication Process**

- a) Applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

**6) Notification of Award Recipients**

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

**7) Bursary/Scholarship Award**

- a) Both the bursary and scholarship will be awarded at the school's annual graduation ceremonies.
- b) Recipients wishing to express their gratitude for the award, should address all correspondence to the Director of Electoral Area B.





- c) Recipients must claim their award in writing from the Peace River Regional District at:  
**Box 810  
Dawson Creek, BC V1G 4H8  
Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**
- d) The written request must include the following information:
- **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
  - **Confirmation of registration at a post-secondary institute;**
  - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- e) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of their award.
- f) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- g) Recipients may apply to defer or carry over their awards for a period of up to one year by writing to the Chief Financial Officer at the Peace River Regional District.



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**Electoral Area B - Bursary & Scholarship Application**

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***\* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***

***\*You may attach additional sheets of paper if more room is needed.***



In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area C Scholarship are as follows:

**1) Scholarship Amount**

There are two scholarships of \$1,000 each available. These scholarships will be awarded annually to a graduating student residing in Electoral Area C of the Peace River Regional District.

**2) Scholarship Application**

- a) All applicants must complete the Peace River Regional District scholarship application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

**3) Residency Requirement**

- a) Applicants must have resided in Electoral Area C a minimum of 12 consecutive months prior to scholarship application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

**4) Registration**

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the scholarship.

**5) Adjudication Process**

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

**6) Notification of Award Recipients**

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

**7) Scholarship Award**

- a) Each scholarships will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Recipients wishing to express their gratitude for the award, should address all correspondence to the Director of Electoral Area C.
- c) Recipients may claim their scholarship in writing from the Peace River Regional District at:  
**Box 810**  
**Dawson Creek, BC V1G 4H8**  
**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**
- d) The written request must include the following information:
  - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
  - **Confirmation of registration at a post-secondary institute;**



- **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- e) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- f) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- g) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer at the Peace River Regional District.



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**Electoral Area C – Scholarship Application**

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***\* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***

***\*You may include additional sheets of paper if more space is required.***



## Recreational & Cultural Grants-in-Aid Schedule J - South Peace Sub-Regional Scholarship & Trades Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Sub-Regional Bursary and Scholarship are as follows:

**1) Award Amount**

There are two scholastic awards, one is a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually to graduating students who reside in a defined portion of Electoral Areas 'D' and 'E', referred to as South Peace Sub-Regional.

**2) Award Application**

- a) All applicants must complete the South Peace Sub-Regional Bursary/Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

**3) Residency Requirement**

- a) Applicants must have resided in the South Peace Sub-Regional Area a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.

**4) Registration**

Applicants must show proof of acceptance or application to a post-secondary educational institute to be eligible to apply for the bursary or scholarship.

**5) Adjudication Process**

- a) All applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) All applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

**6) Notification of Award Recipients**

- a) Prior to June 30<sup>th</sup> of each year, Dawson Creek Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

**7) Bursary/Scholarship Award**

- a) The bursary and scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
- b) Recipients wishing to express their gratitude for the award, should address all correspondence to the Directors of Electoral Area D and Area E.
- c) Recipients may claim their award in writing from the Peace River Regional District at:  
**PO Box 810**  
**Dawson Creek, BC V1G 4H8**  
**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**
- d) The written request must include the following information:
  - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
  - **Confirmation of registration at a post-secondary institute;**
  - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- e) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the award.
- f) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- g) Recipients may apply to defer or carry over their award for a period of up to one year in writing to the Chief Financial Officer.



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**South Peace Sub-Regional – Scholarship & Trades Bursary Application**

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***

***\*You may include additional sheets of paper if more space is required***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “K” – Awards Recognition

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In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

- i. Awarded for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.

##### B. Rural Facility Excellence:

- i. Awarded for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

##### C. Rural organization:

- i. Awarded for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.





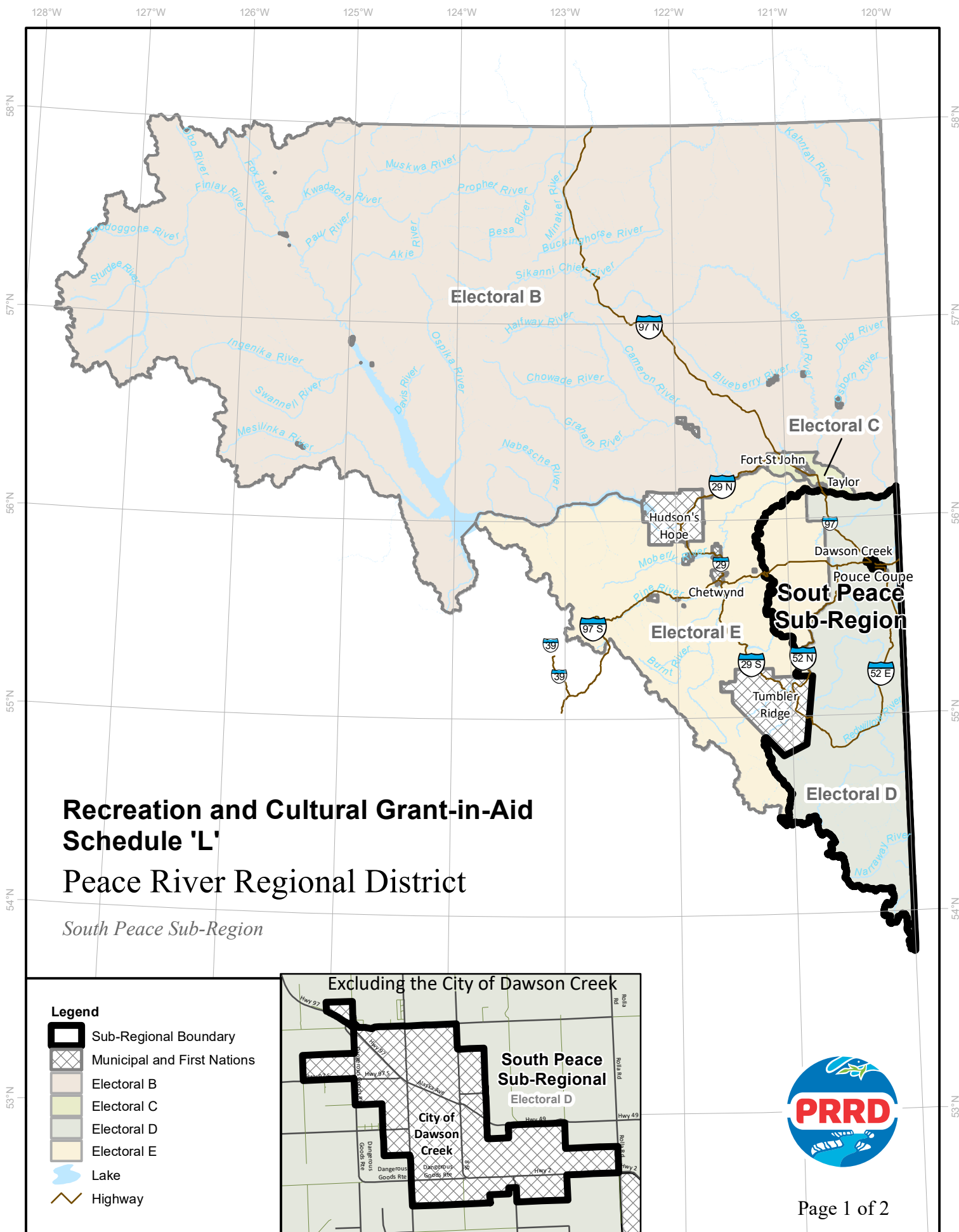
## **PEACE RIVER REGIONAL DISTRICT**

### **Recreation and Cultural Grants-in-Aid**

### **Schedule “K” – Awards Recognition**

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- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.







In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area E West bursary are as follows.

**1) Bursary Amount**

There are two bursaries of \$ 500.00 annually. The bursaries will be awarded to two graduating students residing in Electoral Area E West (west of the Pine River in Area E) of the Peace River Regional District.

**2) Bursary Application**

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

**3) Residency Requirement**

- a) Applicants must have resided in Electoral Area E West a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 59 Peace River South.

**4) Registration**

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

**5) Adjudication Process**

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

**6) Notification of Award Recipients**

Prior to June 30<sup>th</sup> of each year, Chetwynd Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

**7) Bursary Award**

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Recipients wishing to express their gratitude for the award, should address all correspondence to the Director of Electoral Area E.
- c) Recipients may claim their bursary in writing from the Peace River Regional District at:  
**PO Box 810**  
**Dawson Creek, BC V1G 4H8**  
**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**
- d) The written request must include the following information:
  - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
  - **Confirmation of registration at a post-secondary institute;**
  - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- e) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the bursary.
- f) Bursary winners may apply to defer or carry over their award for a period up to one year in writing to the Chief Financial Officer.



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**Electoral Area E West - Bursary Application**

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What post-secondary school(s) do you hope to attend? \_\_\_\_\_

\_\_\_\_\_

Do you plan to attend full-time or part-time studies? \_\_\_\_\_

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

***\* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***

***\*You may include additional paper if more space is required.***