

COMMUNITY PARTNERSHIP GRANT-IN-AID APPLICATION FORM

1. Application Forms are available on-line or can be picked up from the City's Finance Department, located on the main floor of City Hall at 301 St. Ann's Road
2. Applications must be received by the due date noted on the bottom of the application form so that there is sufficient time to review the applications and have them considered by Council to be included in the City's financial plan.
3. No request for funding will be considered unless all applicable information has been provided and City staff have confirmed a complete application package. If an incomplete application package is received, the application will be returned. Late applications may be disqualified.
4. Applicants may be asked to present to the Community Partnership Committee in support of their application.
5. Council may request that the community group present at a public Council meeting in support of its application.
6. Applicants will be advised when Council will be considering their application and the decision made with respect to their application.

Applications made under any of categories 1-4 must include all items "checked" under the appropriate column in the following table. If you have questions about what category your application should be considered under please contact Dennis Brodie, Finance Reporting Supervisor, at 250.286.5754. All items requested must be submitted to ensure your funding request can be considered.

	Category 1 - Core Operating Assistance	Category 2 - Ongoing Event/Service	Category 3 - Discretionary	Category 4 -	
				One-off Special Events	Service/Travel Grants
Completed Community Partnership Grant-In-Aid Application Form (see page 2)	✓	✓	✓	✓	✓
Letter to the Community Partnership Committee which includes:	✓	✓	✓	✓	✓
• Description of organization including your mission statement	✓	✓	✓	✓	✓
• Description of the service/event to be funded by the grant being requested	✓	✓	✓	✓	✓
• Explanation of how the service/event will benefit the community	✓	✓	✓	✓	✓
• Description of your organization's financial requirements, including in-kind services and why your organization is requesting a grant-in-aid	✓	✓	✓	✓	✓
• Degree of community involvement and volunteer support	✓	✓	✓	✓	✓
• Any other information which is relevant to your application.	✓	✓	✓	✓	✓
Detailed budget including revenue, expenditures and projections for five years (or to match the duration of the organization's license of occupation with the City), whichever is the lesser.	✓				
Detailed proposed budget for the event and/or service which includes revenues and expenditures.		✓	✓	✓	✓
Organization's prior year audited/reviewed financial statements.	✓	✓	✓	✓	
Organization's most recent annual report or report of most recent event funded by the City. Such a report shall include:	✓	✓	✓	✓	
• A brief evaluation of the event;	✓	✓	✓	✓	
• Actual revenue and expenses for the event (where applicable);	✓	✓	✓	✓	
• Attendance figures (where applicable);	✓	✓	✓	✓	
• Number of participants in the event;	✓	✓	✓	✓	
• An evaluation of the impact on the community.	✓	✓	✓	✓	
Proof of liability insurance and the ability to provide a certificate of insurance to the City (naming the City as an additional insured party).	✓	✓	✓	✓	✓

Applications for recreation facility rental subsidies made under category 5 are administered directly by the City's recreation department. Contact Michele Sirett, Recreation & Culture Supervisor, at 250.286.5301 for program questions and requirements.

APPLICATION DEADLINE: Friday, September 13, 2019



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Name of Event/Service or Facility

Grant Amount requested

Name of Organization

Date(s) of Event and/or Service (if applicable)

Mailing Address

Contact Person

Mailing Address (continued)

Telephone

Incorporation/Registration Number

email address

Please indicate application funding category:

- Category 1 - Core Operating Assistance:** Community groups who have operating agreements with and use city land and/or buildings to provide ongoing services and require long term funding.
- Category 2 - Ongoing Event and/or Service:** Community groups which provide for an ongoing major event and/or service.
- Category 3 - Discretionary:** Organizations in this category are not affiliated with arts & culture but nevertheless provide a valuable contribution to the community as a whole which Council wishes to support. There are currently only three (3) organizations receiving grants under this category.
- Category 4 - One-off Special Event and/or Service & Travel Grants:**
 - a. Community groups which provide an infrequent "one-off" major event and/or service;
 - b. Financial sponsorship of convention functions that are directly related to the Municipal Council or Municipal staff;
 - c. Travel grants for representatives of local organizations and where the individuals are attending provincial, national, or international events and can be reasonably considered ambassadors of the City of Campbell River. Such grants will be paid only to the supporting organization.

Please note that a "community group" is defined as a registered non-profit society or charitable organization as defined by the Canada Revenue Agency, in good standing.

Certification by authorized signatory:

I hereby certify that I have read the attached City of Campbell River Council Finance Policy, Section 2.3; that this application complies with policy requirements; and that the information contained in this application is complete and correct:

Name (please print)

Title

Signature

Date

For information or clarification on the application process, please contact Dennis Brodie, Finance Reporting Supervisor at 250.286.5754. The contents of this application are considered public information and may be released to a third party upon request.

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