



PEACE RIVER REGIONAL DISTRICT
GRANTS TO COMMUNITY ORGANIZATIONS
APPLICANT INFORMATION

A. ELIGIBILITY

1. Applicant organizations must be non-profit registered Societies.
2. The event cannot be recreational or cultural in nature.
3. The event must have an economic benefit to the region.

B. APPLICATION

1. Applicants must complete a Grants to Community Organization application form and include the most recent Financial Statement and budget for the event, conference or seminar (a summary of Revenues and Expenditures).
2. Applications must be received prior to November 30th for the following year.

C. ADJUDICATION PROCESS

1. The Application will be reviewed by the Regional District Board.

D. RELEASE OF FUNDS

1. After Regional District approval, payment will be initiated normally following the submission of event receipts and invoices.

E. CONTACT:

Peace River Regional District
Box 810
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Telephone: 250.784-3200 or 1-800-670-7773
Fax: 250.784-3201

APPLICATION FORM

DATE: _____

INFORMATION REQUIRED ABOUT THE APPLICANTS:

SOCIETY NUMBER: _____

1. Name of Organization: _____

2. Contact Person: _____ 3. Alternate Contact: _____

Position: _____ :

Mailing address: _____ :

Postal code: _____ :

Telephone number: _____ :

4. Purpose of Organization: _____

5. If applicable, does your organization own any facilities/property?

() Yes () No

If yes, please give the legal description of the property:

6. Executives of Your Organization:

President/Chair: _____

Vice President/Vice Chair: _____

Treasurer: _____

7. Current Membership #: _____ # of Meeting per year: _____

8. Please describe the programs and activities that your organization sponsored in the last year with dates:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

9. Will the event for which this Grant is being requested become financially self supporting?

() Yes () No

If no, please elaborate: _____

INFORMATION REQUIRED ABOUT THE PROPOSED EVENT:

1. Describe the event for which your Organization is requesting a Grant.

2. Will the event be open to the community at large? () Yes () No

3. What is the amount requested from the Regional District? \$ _____

4. Please include:

- a) Year-end Financial Statements; and
- b) Event Budget (include an estimate of all revenue showing the amount requested from the Regional District, as well as estimated expenditures).

IF YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION REQUIRED, PLEASE TELEPHONE (250) 784-3200.

Signature of Applicant

Date

**FORM 11
SOCIETY ACT**

Society No. _____

ANNUAL REPORT OF _____
(Name of Society)

1. The Annual General meeting for 20__ was held on _____, 20__ at _____, B.C.

2. The Directors of the Society and their addresses, immediately after the annual general meeting were:

| Full Names | Resident Address |
|------------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3. Immediately after the annual general meeting there was _____ voting members and _____ non-voting members and the Society had an indirect or delegate voting system ____ yes ____ no.

4. A copy of the Financial statement (s) presented to the Annual General Meeting is/are attached.

Date _____

Name of Society

(Signature)

(Relationship to Society)

5. Mail this document within 30 days of your Annual General Meeting to:

**Registrar of Companies
Ministry of Finance and Corporate Relations
Corporate and Central Registry
940 Blanshard Street
Victoria, BC V8W 3E6**

**Peace River Regional District
POLICY
CWS6/92/02/02**

**Regarding
Grants to Community Organizations**

- a) that special regional or geographically larger events, neither recreational nor cultural in nature, grant funding be incorporated into the Grant to Community Organizations function budget contingent on the grant requests meeting the criteria outlined in (b); and
- b) that an application form be developed for use specifically for larger regional and sub-regional special events including the requirements that:
 - i) the request be submitted prior to the provisional budget;
 - ii) the event have an economic benefit to the region;
 - iii) the applicant be a currently registered society;
 - iv) the application be accompanied by the previous year-end financial statement and a budget for the conference or seminar;
- c) that an amount may be provided for in the Annual Budget at the discretion of the Director for last-minute requests for small grants which may include recreational and cultural activity and which are chargeable to the one jurisdiction; and
- d) that where an amount has been provided under (c) the Director of the jurisdiction may decide on the grant request and that each Director having such a grant provide grant criteria for his/her jurisdiction.