

Peace River Regional District
Grant-in-Aid Application Checklist

Please complete and include with your Grant-in-Aid application package

Applicant: _____

Date: _____

***All application packages must include the following items.
Please check as completed.***

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 or 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 materials and equipment valued \$3,000 and over is required for all capital projects
- Statement detailing all **volunteer hours** for events and capital projects for the previous year.
- Society Annual Report** (Form 11) from the Ministry of Finance, BC Registry Services.

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*