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INTRODUCTION TO GRANTS-IN-AID
Each year the PRRD annually distributes approximately $435,000 to rural recreation, social and cultural organizations throughout the region. This funding is provided by the Rural Recreational and Cultural Grants-In-Aid program and is intended to supplement or support the operating and/or capital funds of the rural organizations. All organizations who receive this funding are non-profit societies who largely depend on the dedication of volunteers to operate and manage their organizations.

ORGANIZATION ELIGIBILITY
To be eligible for funding, recreation and community associations must meet the following criteria:

1. Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
2. Applications must be submitted directly by the recreation organization or community association/club; and
3. At least 75% of the applicants’ membership must come from the rural areas which they serve, and
4. 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 Regional District.
5. Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 are grandfathered and will not be required to maintain a 75% rural membership.

TYPES OF PROJECTS & SERVICES
1. Applicants in the Chetwynd/Area E West and the South Peace Sub-Regional areas may apply for annual grants to assist with operational costs and capital improvement costs.
2. Applicants in Areas B and C may apply for grants to assist with capital improvements and insurance that is for the protection of the public.
3. Grants-in-Aid funds cannot be used to pay off debt or employee wages.

RECREATIONAL & CULTURAL GRANTS –IN-AID BUDGET
On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. A recreational and cultural Grants-In-Aid budget amount will be provided separately for each area as follows:

- Electoral Area B
- Electoral Area C
- Electoral Area E West
- South Peace Sub-Regional - a defined portion of Electoral Area D and E that is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

Last updated: Dec.5, 2013
At the Directors’ discretion, grant allocations may be budgeted and provided for the following:

- Post-Secondary Bursaries and Scholarship – Electoral Area B, C and Sub-Regional;
- North Peace Regional Gradfest Society for the purpose hosting safe graduation related events - Electoral Area B and C only;
- North Peace 4-H Senior Council for the purpose of conducting 4-H activities - Electoral Area B only;
- Youth Travel in All Electoral Areas and Sub-Regional, and
- Rural Recreation Annual Volunteer Appreciation Banquet held each year in October.

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.

---

**GRANT-IN-AID APPLICATION PROCESS**

**Application Packages:**

1. In November of each year all organizations that have received Grants-In-Aid in the past three years will be mailed and application package that includes:
   - A cover letter that includes the application deadline date, the allocation meeting date and location
   - An Application Checklist and Form
   - A Claim Form
   - An Annual Report

   This information is also available at [www.prrd.bc.ca](http://www.prrd.bc.ca).

2. Applicants must submit a formal application, complete with all required supporting information, to the Regional District on or before the last calendar day in January of each year.

3. Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements and provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.

4. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.

5. Late applications will not be accepted without the expressed written permission from the Electoral Area Director for the area in which the organization in making application to.

**Receipt of Application Packages:**

1. All applications will be date stamped upon receipt at the Regional District and forwarded to the Community Services Department, where staff will ensure:
   - that all documentation has been received,
   - that all organizations are current registered non-profit societies,
   - that all eligibility requirements are met by the organization,
   - that organizations have submitted all required Annual Reports and pictures.

2. In the event that an application is incomplete, staff will review the initial application, contact the applicant once to request any missing or incomplete information. If the outstanding missing
information has not been received within 30 days after the application deadline, staff will note what is missing on the front page of the application that is provided to the Electoral Area Directors.

3. Each director will receive a complete set of applications for their area to review.

GRANTS-IN-AID APPROVAL PROCESS

The Electoral Area Directors have the sole discretion to accept or reject any application. It is the director’s responsibility to advise staff of which applications are approved. Application may be rejected for the following reasons:

- Incomplete or late applications
- Failure to maintain society status
- Failure to rationalize the need for funding
- Failure to prove that the project the funding is being requested for is in the best interest of the community at large.

All applications will be adjudicated as laid out in this guideline as well as based on need and availability of funds in the fiscal year of the established service. Once applications are approved by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the spring of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.

Allocation Meetings:
In April of each year, allocation meetings are held in each of the Grant-in-Aid areas where applicants, Directors and staff will review and to come to consensus about the allocations each group should receive. Electoral Area Directors have absolute discretion in the final decision.

1. Organizations that have been approved to receive funding will be notified in writing of the date, time and location at least 15 days prior to the meeting.

2. At least one representative from each applicant organization MUST be in attendance at the meetings to be eligible to receive a grant-in-aid. Organizations without representation at the allocation meetings will not receive funding.

3. All organizations will be provided a document detailing the funding requests from all the applicants in their area. 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.

4. Staff will take attendance at the meeting, record minutes, and provide recommendations on grant allocations, where necessary.

5. All recommendations for Grant-in-Aid funding allocations, as a result of these meetings, must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.
APPROVAL OF FUNDING ALLOCATIONS

Upon ratification of funding recommendations from the spring allocation meetings by the Rural Budgets Administration Committee, all applicant organizations will receive a letter within 30 days confirming their grant amounts and any outstanding funds.

Claim Reimbursement

1. Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.

2. All organizations must submit a claim form complete with invoice attached to support the expenses for reimbursement. Expenses being claimed must for the same year. Claims may not be made for goods or services incurred in the years previous to the grant’s approval.

3. In exceptional circumstances, an organization may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved 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 Chief Financial Officer.

4. All claims and submitted invoices will be reviewed by the Manager of Community Services for approval within 10 business days. If a claim is denied or only paid in part, staff will notify the organization explaining the reason.

Funding Amendments

Organizations may apply for funding amendments under the following circumstances:

- they have completed their project with the funds allocated and they have outstanding funds remaining; or,
- 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. Funds cannot be amended to pay off debt.

1. Organizations need to complete a Funding Amendment Form and submit it to the Regional District. This form is available at www.prrd.bc.ca.

2. Staff will provide the Committee with information on the amount of funds remaining, the details of previous projects and any other pertinent information needed for decision making.

3. All organizations that have applied for funding amendments will be notified in writing within 30 days of the decision made by the Committee.

Unspent Funds

Organizations must utilize allocated funds within three years of ratification by the Rural Budgets Administration Committee and will not be permitted to carry over funds past three years. Any funds not claimed by an organization after three years will be returned to the funding area by resolution of the Rural Budgets Administration Committee and utilized to reduce the tax requisition in the next calendar year.

1. On an annual basis organizations with unspent funds will be notified in writing of any funds...
remaining.

2. If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.

3. If the Rural Budgets Administration Committee resolves to reallocate an organization’s unspent funds, staff will notify the organization of this decision in writing.

ADDITIONAL INFORMATION

1. Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.

2. Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend to cover the cost of light snacks and beverages.

3. 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. The Peace River Regional District shall not be a sole source of revenue for any recreation or community association. Organizations must show in their application all sources of revenue.

4. Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-In-Aid as they are outside of the existing service area.

Definitions

a) Debt is defined as an amount owed to a person or organization for services, products or loan funds not yet paid for.

b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.

c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.

d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.

e) Capital improvement is defined as 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.

f) Capital equipment is defined as equipment valued at over $5,000 and has an extended lifetime over more than one year.

g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.

h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.
**HOW TO COMPLETE THE FORMS**

The information below is intended to provide organizations with information on how to complete the forms required for submission under the Grants-In-Aid program. Please complete all necessary forms, where applicable.

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**Grant-in-Aid Checklist**

The PRRD has developed a checklist for applicants to ensure that when you are submitting your application to the PRRD that all necessary information has been included in your application package. Applicants are reminded to include ALL information requested under “APPLICATION” and in the ANNUAL REPORT.

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**Grant-in-Aid Application Form**

**APPLICANT INFORMATION SECTION**

**Number 1 & 2: Applicant Name & Information**

Provide contact information of the organization that includes contact information for a key person that the PRRD can contact for questions regarding your application or Grants-In-Aid funding.

**Number 3: Purpose of Organization**

Explain the function or intention of your organization. What do you hope or intend to accomplish overall for the community?

**Number 4: Property Information**

Provide information of the legal description of the property and whether your organization owns your facility and/or your property. In some instances organizations own the facility but may lease the land upon which the facility is located.

**Number 5: Executives of Your Organization**

Provide the names, primary phone number and email address for your President/Chair, Vice-president/Vice-chair, Treasurer and Secretary.

**Number 6: Programs & Activities**

Provide a list of the types of activities or programs your organization has offered to your community in the last year. This may include activities that are offered directly by your organization or through another organization/group that rents your facility. For example, list the number of community dinners, weddings, dances, fairs or youth group meetings that are held each year at your facility. Please also provide the number of these activities that take place each year along with the general dates in which they took place.

**Number 7: Five Year Plan**

Provide details for a five year plan that includes the general operations of the organization and/or their plans for capital improvements or acquisitions.

**PROPOSED PROJECT INFORMATION SECTION**

**Number 8: Proposed Year 1 Project**

Write a short description of the project or general operations that your organization is requesting funding for.
Examples:

- **Capital Improvements** - Kitchen Renovation: purchase and installation of a new floor, new range hood and stove, concrete board behind stove, backsplash tiling and lighting in kitchen and dining area
- **Operations Assistance** - purchase of property and liability insurance, propane (heating), electricity and office supplies

**Number 9: How essential is the project?**

Indicate here what makes your project or service unique and important to the community. Its overall effectiveness of the project, the positive impacts it has on your community. How the project will enhance the quality of life for the children, youth, seniors and families that reside in your community?

**Number 10: Nearest similar project**

Do your neighbouring communities offer similar services or have completed similar projects? If so, what makes your services or project different and essential to your specific community? Could you partner with another organization to offer a service or program?

**Number 11: Use of facility**

Indicate approximately how many people you expect to use your facility over the next year.

**Number 12: Degree of Support**

This may include support of your membership as well as the community at large. The area and population served. If you project will positively impact or serve residents from other communities please indicate this.

**Number 13: Anticipated Voluntary Support**

Indicate the degree of voluntary participation and community donations: labour, equipment, materials, etc... For capital improvements, indicate the number of volunteers you have secured for your project and the experience, commitment and ability of the project’s volunteers/sponsors to complete the project.

**Number 14: Volunteer Hours**

Provide the TOTAL number of volunteer hours contributed to your organization in the previous year. This will include volunteer time for all events, meetings, and capital improvement projects.

**Number 15: Continuing Cost Implications**

Provide information on the ability of the project proponents to meet other or continuing cost implications, such as additional property or liability insurance and how your organization plans to raise funds to cover these costs in the future. **Note: that all costs must be detailed and included in the budget you provide with your application**

**Number 16: Amount Requested from PRRD**

Mark clearly the TOTAL amount being requested from the PRRD. This figure should be reflected in the budget you are submitting with your application.

**Number 17: Cost of Insurance**

Indicate the total cost of insurance(s) your organization pays each year.
APPLICATION COMPLETION SECTION
Sign and date the application form ensure all attachments are enclosed and submit your application in person, by mail, fax or email to the following PRRD offices:

Peace River Regional District
Dawson Creek Office
Box 810
1981 Alaska Avenue
Dawson Creek, BC   V1G 4H8
Phone: 250-784-3200
Fax: 250-784-3201
Email: prrd.dc@prrd.bc.ca

Peace River Regional District
Fort St. John Office
9505 – 100 Street
Fort St. John, BC   V1J 4N5
Phone: 250-785-8084
Fax: 250-785-1124
Email: prrd.fsj@prrd.bc.ca

WHAT TO INCLUDE IN YOUR APPLICATION
The following documents and attachments MUST accompany the Grant-in-Aid Application to be eligible for funding:

- Grant-in-Aid Checklist
- Grant-in-Aid Application Form
- Financial Statements for previous year – Income Statement, Balance Sheet
- Detailed Project Budget and/or Operating Budget
- 3 Quotes (where available) for all eligible expenses valued at or in excess of $3,000
- Grant-in-Aid Annual Report

Financial Information

Financial Statements:
As an indication of the financial health and fiscal responsibility of your organization, organizations must provide year-end financial statements including the current bank balance(s), any savings, term deposits and GIC account information. At minimum organizations must provide an Income Statement and a Balance Sheet.

Project Budget:
Effective 2009, all organizations applying for funds for operational assistance and/or capital projects must provide a detailed budget of costs. This budget may include in-kind donations of goods or services. Please refer to the example below for more information. Organizations planning on using Grant-in-Aid funds to purchase any items or services valued at $3,000 and over must provide 3 quotes (when available) with their budget.
Example of Proposed Project Budget

Sun Valley Recreation Association
2010 Proposed Operational Budget

### Sources of Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Budgeted (carry over)</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>2010 Fundraising Dinner &amp; Dance (projected based on 2009)</td>
<td>$2,076.92</td>
</tr>
<tr>
<td>Hall Rentals (projected based on 2009)</td>
<td>$2,200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$8,776.92</td>
</tr>
</tbody>
</table>

### Project Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>$500.00</td>
</tr>
<tr>
<td>Filing Fees</td>
<td>$75.00</td>
</tr>
<tr>
<td>Property Insurance</td>
<td>$2,075.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Memberships</td>
<td>$225.00</td>
</tr>
<tr>
<td>Electricity (BC Hydro)</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>$540.00</td>
</tr>
<tr>
<td>Propane</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Janitorial Service</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Janitorial Supplies (toilet paper, light bulbs, etc)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Playing Field Maintenance</td>
<td>$2,225.00</td>
</tr>
<tr>
<td>Skating Rink Maintenance</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>Water (for Cistern)</td>
<td>$720.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$15,485.00</td>
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</tbody>
</table>

**Revenue Less Expenses**

$ (6,708.08)

### PRRD Grant-in-Aid Request

$ 6,708.08

### In-Kind Contributions

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
<th>Hrs/Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Clearing for Parking Lot</td>
<td>CRS</td>
<td>20</td>
<td>100.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Water to Flood Skating Rink</td>
<td>Scott's Water Service</td>
<td>2 loads</td>
<td>120.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>Gravel for Parking Lot repairs</td>
<td>John's Gravel Pit</td>
<td>2 loads</td>
<td>300.00</td>
<td>$600.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>$2,840.00</td>
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*Note: all expenses based on 2009 expenses paid out. Please see Statement of Income and Expenses for 2009 for more information.*
In-Kind Donations:

**Labour & Professional Services**
Effective April 1, 2009 organizations are required to maintain records of volunteer labour and professional services for work on capital improvement projects. If the usual fees of a licensed tradesperson or professional, such as architects and engineers, are waived or donated for work associated with the project, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. All professional or trades related volunteer services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.

**Supplies**
All materials and supplies donated to the capital project should be based on market value at the time of donation. The documentation for donated supplies must include the following:

- Date of donation
- Name of the donating party
- Value of the donated materials based on market value at the time of donation
- Signature of the donating party
- Signature of the project manager

**Equipment**
All equipment donated to the capital project must be based on the usual billing rate of an equipment supplier or contractor. If equipment is being supplied by contractor it must be documented by invoice showing the billing rate for the service, the number of machine hours and that the charges are forgiven. If personal equipment is being used, please base in-kind cost on cost to rent similar equipment verified by a rental quote.

**Quotes**
As noted above, organizations planning on using Grant-in-Aid funds to purchase any items or services valued at $3,000 and over must provide copies of 3 quotes (when available) with their budget.

**Volunteer Hours**
The Regional District suggests 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 include with your application a form or description that details the number of volunteer hours. Please see the next page for a sample form that may be used to track volunteer hours.
### VOLUNTEER HOUR(S) TRACKING FORM

Society Name: _____________________________________________________

Task Description: _________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Volunteer Name</th>
<th>Sign In Time</th>
<th>Sign Out Time</th>
<th>Total hours</th>
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Grand Total: __________________

Project Manager Signature  

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Last updated: Dec.5, 2013
Annual Report

All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an Annual Report(s) for each year in which they receive Grants-In-Aid funding. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. This information will also assist the Rural Directors in making fair and equitable decisions on future Grants-In-Aid funding applications for all organizations.

All Annual Reports are due by the last calendar day in January of each year regardless of whether your organization is submitting a new application for Grants-In-Aid. Funds for the upcoming year will not be reimbursed until Annual Reports are received. This report can be found in Appendix A of this guide as well as our website at www.prrd.bc.ca.

Who must complete an Annual Report?

• All organizations who have received Grants-In-Aid funding from the Peace River Regional District are required to complete an Annual Report(s).

What must be included in your Annual Report?

• Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
• Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

When?

• All Annual Reports are due by the last calendar day in January each year regardless of whether your organization is submitting a new application for Grants-In-Aid.
• Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

• This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. This information will also assist the Rural Directors in making fair and equitable decisions on future Grants-In-Aid funding applications for all organizations.

Photo Documentation

• Please include any photographs or pictures of the projects you have completed for our files.

Claim Form

When costs or expenses are incurred because of a project, organizations must first pay the supplier directly and then make a request for reimbursement from the PRRD by submitting claim form and attaching copies of all invoices that support the amount requested. It is important to indicate on the form the supplier name, the project the cost was for, the year of the Grants-In-Aid funds, invoice number and the amount. All organizations will be supplied with this form and it can be found in Appendix A of this guide as well as www.prrd.bc.ca.
Funding Amendment Request

Organizations should complete this form when requesting to reallocate funds to a new project or operational expense that is outside the scope of what they received approved Grants-In-Aid funds. Organizations are advised to await the decision of the Rural Budgets Administration Committee before making any purchases towards your new proposed project or operational expense. The Funding Amendment Request form and instructions on how to complete it can be found in Appendix A of this guide. Forms can be found at www.prrd.bc.ca.
Appendix A:

Grants-In-Aid Forms
Application Checklist

All application packages must include the following items.

**APPLICATION:**
- Completed Recreation and Cultural Grants-in-Aid application form (all fields must be completed).
- Financial statements for the previous year including an income statement and balance sheet.
- Detailed project and/or operating budget. Funding cannot be provided for the payment of debt or wages.
- 3 quotes for any services, materials and equipment valued at $3,000 or more is required.

* Organizations are not required to provide a copy of the Society Act Form 11. This information is checked annually by PRRD Staff through BC Online.

**ANNUAL REPORT:**
- Grant-In-Aid Annual Report detailing how your Grant-In-Aid funding has been utilized. Some organizations may be required to submit more than one Annual Report.
- Photo documentation of capital projects or equipment for which your organization has received Grant-in-Aid funding.

*** Reminder that in order to be eligible to receive funding, each organization must have at least one representative present at the Grant-in-Aid meetings in April
Date: ____________________________  Society Number: ____________________________

APPLICANT INFORMATION

1) Name of Organization: ____________________________

2) Contact Person: ____________________________
   Position: ____________________________
   Mailing Address: ____________________________
   Phone: ____________________________  Fax: ____________________________
   Email: ____________________________  Website: ____________________________

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

3) Purpose of Your Organization:

4) 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 leasing or owns.

5) Executives of Your Organization:
   President/Chair
   Name: ____________________________  Phone: ____________________________  Email: ____________________________
   Vice President/Vice Chair
   Name: ____________________________  Phone: ____________________________  Email: ____________________________
   Treasurer
   Name: ____________________________  Phone: ____________________________  Email: ____________________________
   Secretary
   Name: ____________________________  Phone: ____________________________  Email: ____________________________
6) Please describe the programs and activities that your organization sponsored in the last year:

<table>
<thead>
<tr>
<th>Qty Per Year</th>
<th>Activity/Program</th>
<th>Dates</th>
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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) How essential is the project to the community?
10) What is the availability of the nearest similar project or facility?

11) How many people will use your facility/program in the next year?

12) What is the degree of support from the community at large?

13) Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:

14) Approximately how many volunteer hours does your membership contribute each year?

15) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

16) TOTAL funds requested from the Regional District:

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

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION
   a) Year-end financial statements - income statement and balance sheet.
   b) Detailed project and/or operations budget.
   c) 3 quotes for labour, equipment or material costs valued at over $3,000
   d) Annual Report(s)

Signature of Applicant

Phone
PEACE RIVER REGIONAL DISTRICT
Recreation and Cultural Grants-in-Aid
Schedule “B” - Claim Form

Organization Name: _____________________________ Date: ________________

Mailing Address: __________________________________________________________________

Contact Person: _____________________________ Phone Number: __________________

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Project</th>
<th>Year Funds Granted for this Project</th>
<th>Invoice No.</th>
<th>$ Amount</th>
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Total Amount of Invoice

Amount You Are Claiming _____________

Please deliver your claim via mail, in person or by fax to:

**Peace River Regional District**
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201

**For Office Use Only**

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<tr>
<th>Coding</th>
<th>Year</th>
<th>Amount</th>
<th>Approved</th>
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<table>
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<tr>
<th>YEAR</th>
<th>Grant Amount</th>
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<tr>
<th>Previous Claims from this Grant</th>
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<tr>
<th>Current Claim</th>
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<tr>
<th>Balance on this Grant</th>
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</table>
Who Must Complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an Annual Report(s) effective April 2009.

What Must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.

When?

- All Annual Reports are due by the last calendar day in February each year regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid 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.

Important Note:

- Organizations may be required to complete more than one Annual Report if:
  (a) Your organization has utilized funds from the 2008 or 2007 years in the 2009 year, AND
  (b) The activities that the funds were utilized were in accordance with the projects, events or operational costs that were applied for and approved in 2008 or 2007.

- If your organization applied and received approval to amend the project for which your organization originally received Grant-in-Aid funding please complete one Annual Report making note that funds were approved in previous years (i.e., 2008 or 2007).

We’re Here to Help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca

  We will do our best to answer any questions you may have!
Date of Report: ________________________________

Name of Organization: __________________________________________________________________________

Mailing Address: ________________________________________________________________________________

**Project Summary**

1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)

2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)

3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
   a. What was accomplished or completed with assistance from Grants-in-Aid funding?

   b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.

   c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

   d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?
Please provide a summary of costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2012 or 2011).

Amount of Approved GIA Funding in ____________:

Less **TOTAL** Operational Costs paid for by GIA:

Less **TOTAL** Capital Costs paid for by GIA:

Total GIA Funds Remaining for ____________:

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year’s GIA budget?)

**Authorization**

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)  
Name (print) ________________________________  
Position: ________________________________  
Business phone: ________________________________  
Residence phone: ________________________________  
Fax: ________________________________  
E-mail: ________________________________  
Signature: ________________________________

Board Member  
Name (print) ________________________________  
Position: ________________________________  
Business phone: ________________________________  
Residence phone: ________________________________  
Fax: ________________________________  
E-mail: ________________________________  
Signature: ________________________________

**THIS REPORT WAS PREPARED BY:**

Name (print): ________________________________  
Business phone: ________________________________  
Fax: ______  
E-mail: ________________________________  
Signature: ________________________________

Retain a copy of this report for your organization’s records.
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:

<table>
<thead>
<tr>
<th>PROJECT TO PROVIDE FUNDS</th>
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<tbody>
<tr>
<td>Year Funds Granted: 2010</td>
</tr>
<tr>
<td>Current Project Description: (project for which funds were originally applied for)</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Amount Granted: $15,000</td>
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<tr>
<th>PROJECT TO RECEIVE REALLOCATED FUNDS</th>
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<tbody>
<tr>
<td>TOTAL Cost of New Project: $2,500</td>
</tr>
<tr>
<td>Proposed New Project/Operational Expense: (reason for request and proposed changes to original project, cost of new project)</td>
</tr>
<tr>
<td>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.</td>
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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
## APPLICANT INFORMATION

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<tr>
<th>Name of Organization:</th>
<th>Date:</th>
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<td>Contact:</td>
<td>Phone:</td>
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<td>Mailing Address:</td>
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<td>Email:</td>
<td>Fax:</td>
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## PROJECT TO PROVIDE FUNDS

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<th>Year Funds Granted:</th>
<th>Have you completed this project?</th>
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Current Project Description: *(project for which funds were originally applied for)*

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<th>Amount Granted:</th>
<th>Amount to Reallocate:</th>
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## PROJECT TO RECEIVE REALLOCATED FUNDS

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<th>TOTAL Cost of New Project:</th>
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Proposed New Project/Operational Expense: *(reason for request and description of project, project budget)*

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## FOR OFFICE USE ONLY

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<th>Funds Remaining: <em>(showing last 3 years)</em></th>
<th>Current Project Name:</th>
<th>Amount Available =</th>
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<tr>
<th>Project Name:</th>
<th>Amount Available =</th>
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<tr>
<th>Project Name:</th>
<th>Amount Available =</th>
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**Total Unused Funds =**

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<th>Notes:</th>
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Appendix B:

Grants-In-Aid Annual Timeline
Recreational & Cultural Grants-in-Aid Annual Timeline

November
Applications Mailed Out
All Grant-in-Aid recipient organizations are mailed the following:
- GIA Application Form & Application Checklist
- Annual Report Form
- Claim Form
- Program Guide
This information is also regularly updated on our website at www.prrd.bc.ca.
** It is important the organizations utilize the forms sent to you or listed on our website as changes have been made recently to many of these forms.

January
Annual Report & Application Deadline
Application packages and Annual Reports are due back to the Peace River Regional District’s Dawson Creek or Fort St John offices by the last weekday in January.
** Use the checklist to ensure that you have included all of the necessary documentation!

February
Staff & Directors Review Application Packages
All Applications are reviewed by staff to check that the submissions are complete. Staff also check BC Online to ensure that all organizations who have applied for funds have filed their annual reports with the BC Registrar of Societies. Electoral Area Directors receive copies of all applications and may make recommendations on funds that each group could receive and which applications should proceed through the GIA process.

April
Funds Allocated at Grant-in-Aid Meetings with Applicants
All applicants must have a representative present at the meeting in their area in order for their organization to be allocated funds. In April meetings are held to allocate funds in: Area B/C, Chetwynd and the Subregional (Area D and a portion of Area E)

August
Claim Reimbursement Begins
Organizations may submit claims for reimbursement for approved Grant-in-Aid fund starting August 1st. Claim forms must be completed with copies of invoices/receipts attached. Claims prior to August 1st will be reimbursed if they are for a previous calendar year.

Questions? Contact the Peace River Regional District at 250 784-3200 or prrd.dc@prrd.bc.ca
Appendix C:

Managing Grants-In-Aid Funds – An Example
Tips to Managing Grant-in-Aid Funds on an Annual Basis

Here are some tips on how to manage your Grant-in-Aid (GIA) funds from the PRRD.

1) Develop a well thought out 5 year plan and annual plan with cost estimates and quotes.
   • Each year when submitting a GIA application organizations are required to submit a budget and project plan for the upcoming year, in addition to a 5 year plan. The more time and detail an organization puts into developing short and long-term plans, the better prepared an organization will be financially, as well as from a volunteer standpoint. Often large projects cannot be completed in a single year and will require organizations to save funds, conduct multiple year fundraising and construct the project through a multiple year or phased approach. Planning in advance will increase your organizations’ opportunity for success in completing your projects.

2) Keep clear records of what your organization applied for each year and how you were allocated in GIA funds.
   • In order to plan appropriately for each year it is important to keep records of:
     i. what your organization applied for in the previous year,
     ii. how much GIA funding your organization received, and
     iii. how much GIA funds you have remaining for each year.
   • In order to maintain continuity, it is also important to pass this information on to new executive members of your organization each year.

3) Purchase essential items before purchasing optional items.
   • For organizations that are eligible to receive funding for operational items (i.e., insurance, propane, etc.) as well as capital projects, it is important to plan in advance to purchase or save funds for essential items (i.e., insurance) before considering starting other projects.

4) Monitor the progress of your projects.
   • Each year GIA groups are required to submit an annual report outlining the status of their projects. By monitoring what your organization has completed and what is outstanding you will be able to prepare better ...
   • Take photographs of the progress and completion of your projects.

5) Understand how annual Grant-in-Aid funds work.
   • Check out the following information on the “Annual Timeline” in Appendix B.

6) When in doubt, call the Community Services Department of the Regional District at 250-784-3200.