



Applicant Name: \_\_\_\_\_

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

## **Application Checklist**

***\*\*All application packages must be submitted by 4:30 pm on January 31<sup>st</sup> and include the following items:***

### **APPLICATION:**

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- Completed Recreation & 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.
- 1 quote** for any services, materials and equipment valued at \$3,000 or more is required.

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

### **ANNUAL REPORT:**

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- Grants-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 Grants-In-Aid funding.

***\*\*\* Reminder that in order to be eligible to receive funding, each organization must have at least one representative present at the Grants-In-Aid meetings in April***





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**

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 \$3,000*
- *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:



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

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### 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.
- 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 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.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
***We will do our best to answer any questions you may have!***



**Expense Summary**

Please provide a summary of costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**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: \_\_\_\_\_

Residence phone: \_\_\_\_\_

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

**Retain a copy of this report for your organization's records.**



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**POLICY STATEMENT**

**1) Introduction**

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) Definitions**

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as 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.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are 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) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

**3) 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 Regional District.
- 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) Application Process**

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31<sup>st</sup> 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 individual items valued at over \$3,000.



- 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 Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

**5) 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 all eligible expenses valued at over \$3,000.

**6) 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.

**7) 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:
  - Incomplete or late applications; or
  - Failure to maintain society status; or
  - Failure to rationalize the need for funding; or
  - Failure to prove the project supports the community at large.
- b) Upon approval of the Rural Budgets Administration Committee, 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 Regional District 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 Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**8) 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 Peace River Regional District 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:
  - Electoral Area B
  - Electoral Area C
  - Electoral Area E West
  - South Peace Sub-Regional - a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.

**9) 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.

**10) Payment of Funds**

- a) Grant funds will be payable to the recipients upon ratification by the Rural Budgets Administration Committee.

**11) 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 Peace River Regional District 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.

**12) 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:
  - Organizations being required to repay grant funds.



- Not being considered for future grant funding.

**13) 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 Regional District 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:
  - If a balance remains in the grant allocation and all projects have been completed; or,
  - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

**14) General**

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

**15) Limitations**

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

**16) Recognition**

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.