

The District of Sechelt's Community Investment Program provides financial assistance to non-profit and charity organizations to support programs, projects, services, and events that benefit the citizens of Sechelt.

**APPLICATION DEADLINE: January 15, 2018**

**REQUIRED DOCUMENTATION**

- Completed application form, including signatures
- Completed budget on form provided (available via sechelt.ca)
- A list of current Board of Directors (including position held, address, and phone number)
- Copy of Certificate of Registration/Incorporation and proof of annual renewal for current year
- Prepared Financial Statements (Notice to Reader) **OR** Society-Produced Financial Statements, consisting of a 'Statement of Operations' (Expenses/Revenues) and a 'Balance Sheet' signed by two officers of the organization

**ELIGIBILITY**

Eligible organizations may apply for grants to fund one-time, new, recurring, and/or ongoing programs, projects, services, and events. To be eligible for a Community Investment Program Grant from the District of Sechelt, an Applicant must:

- ✓ Be a non-profit society in good standing with the Societies Act and/or a registered charitable organization in good standing with the Canada Revenue Agency. **"Member-funded societies", as defined in the Societies Act, are not eligible.**
- ✓ Be requesting funds for a program, project, service, or event that will directly benefit the citizens of Sechelt.
- ✓ Have submitted a final report demonstrating appropriate use of funds for all previous projects funded through the District of Sechelt's Community Investment Program.

**EVALUATION CRITERIA**

The CIP Grant Review Committee shall use some or all of the following criteria to assess applications:

- Evidence of community need or desire for proposed program, project, service or event
- Potential benefit to the residents of the District of Sechelt
- Evidence of community partnerships or support (financial or in-kind)
- Capacity to deliver the proposed program, project, service or event
- Level of volunteer involvement
- Evidence of financial need
- Evidence of funding from other sources
- Ability to demonstrate or anticipate future outcomes
- Public accessibility

## SECTION 1 – ORGANIZATION SUMMARY

Name of Group:

Official Society Name (if different from above):

Organization's mailing address:

Municipality:

Postal Code:

Organization's website:

Is your group registered as a:  
(you must select at least one)

Non-profit Society

BC Society No.

Charity

CRA Charitable No.

Primary contact:

Position with organization:

Email address:

Business phone:

Mobile Phone:

No. of Regular Volunteers (assisting year-round):

Hrs. worked in 2017:

No. of Casual Volunteers:

Hrs. worked in 2017:

Number of paid staff in your organization: Full-time

Part-time

Do any Board Members receive remuneration for their services with your organization?

Yes

No

\*If yes, please ensure this is clearly identified in your Financial Statement

## SECTION 2 – GRANT REQUEST SUMMARY

Name of project, program, service or  
event you are applying for:

Is this a new project, program, service or event?

Yes

No

Amount being requested from the District of Sechelt CIP Grant program:

### **SECTION 3 – PROGRAM AREAS**

Eligible organizations are invited to apply for funding in one of three program areas. Please select the **ONE** program area that is *most* relevant to your program, project, or event.

#### **Arts, Culture, & Recreation**

Grants to organizations providing programs, projects, services and/or events that seek to preserve, celebrate and strengthen the local arts, culture and recreational opportunities for residents of Sechelt.

#### **Social & Environmental**

Grants to organizations providing programs, projects, services and/or events that respond to an environmental and/or social need in the community and contribute to creating a community that lives well and cares for the environment.

#### **Community Development**

Grants to organizations providing programs, projects, services and/or events that support and contribute to a diverse and resilient local community.

### **SECTION 4 – PROGRAM INFORMATION**

Please provide the following information in the space provided. Be concise and use plain language. Write as if you were describing your program to someone who doesn't know anything about it.

Organization's Mandate and/or Purpose

Brief overview of programs and services offered by your Organization

Describe the project, program or event you are seeking support for. Include mention of the benefits it will have to the District of Sechelt and its residents.

List the main participants who are involved in carrying out the program (staff, volunteers, board members):

What broader community support exists for your program? Please describe any partnerships, collaborations, and/or support for this program (indicate if these are confirmed or anticipated)

How will the grant money be spent? How will you proceed if you do not receive this grant?

Describe the anticipated outcome(s) of this program

How will you determine whether it has been successful?

## SECTION 5 - PROJECT BUDGET

\*Please download the budget template available online at [sechelt.ca](http://sechelt.ca)

### INELIGIBLE EXPENSES

- ✗ Major capital expenditures
- ✗ Commercial activities
- ✗ Deficit or debt repayment
- ✗ Expenses associated with activities and programs that are clearly the responsibility of other governments or government agencies
- ✗ Fundraising projects or programs
- ✗ Private or invitation-only events
- ✗ Prizes or awards

## SECTION 6 – DECLARATION AND SIGNATURES

We, the undersigned, certify that, to the best of our knowledge:

- 1) all information provided as part of this application is complete and true in every respect; and
- 2) that this application has been approved by the board of the organization we represent.

In the event that this request for a grant is successful, we further undertake:

- 3) to use the grant funds for approved eligible purposes, as outlined in the application;
- 4) to recognize the District of Sechelt on all promotional materials associated with the project, program or event; and
- 5) to submit a final report to the District of Sechelt, and to provide all information on the report that may be required to ensure accountability for the use of public funds.

Person completing the application

Board Member with signing authority

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Signature

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Signature

Name

Name

Title (with organization)

Title (with organization)

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)

Email

Email

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*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.

## SUBMITTING YOUR APPLICATION

Application Deadline: Monday January 15, 2018

After completing the application, send a copy with original signatures and all accompanying documents to: Administrative Assistant, Sara Tyne at [styne@sechelt.ca](mailto:styne@sechelt.ca)

## APPLICATION CHECKLIST

Please use this checklist to confirm that your application is complete

### Required:

Completed application form including signatures

Completed budget on form provided (available via [sechelt.ca](http://sechelt.ca))

A list of current Board of Directors (including position held, address, and phone number)

Copy of Certificate of Registration/Incorporation and proof of annual renewal for current year

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### Optional:

Any letters confirming funding and/or in-kind contributions from partner organizations

Support material, photos, letters of support, promotional material, etc.

**For more information, please contact  
Siobhan Smith, Arts, Culture & Communications Coordinator  
at [ssmith@sechelt.ca](mailto:ssmith@sechelt.ca) or 604-740-8476**