



7030 Trans Canada Highway  
Duncan, BC V9L 6A1, Canada  
www.northcowichan.ca  
T 250.746.3100  
F 250.746.3133

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	
Address of Organization	
Full Mailing Address	
Telephone Number & Email	
Contact Person/Title	

**Primary purpose of organization:** \_\_\_\_\_

**Category under which greatest portion of services fall:**

Social Service  Sports  Cultural  Economic Development  Other \_\_\_\_\_

**Services available to all members of community:**  Yes  No

If no, please list criteria for receiving your service: \_\_\_\_\_

**Total Number of people that used your service last year:** \_\_\_\_\_

**Approximate number of your clients that reside in North Cowichan:** \_\_\_\_\_

*(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)*

**Amount of grant requested:** \_\_\_\_\_

**Describe how the grant will be used:** (e.g. special projects, operations, maintenance, etc.)

**In order to be considered for a Municipal grant, please ensure that you enclose the following:**

1. the most recent financial statement, and
2. the proposed operating budget.

**Other Information:**

Have you received a previous grant from the Municipality?  Yes  No

Have you applied to another local government for funding?  Yes  No

If yes, please list: \_\_\_\_\_

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***In order to be eligible for consideration for a 2023 grant-in-aid, this application and all requested supporting materials must be received no later than October 15, 2022.***

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Information Management Officer, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

**COUNCIL POLICY:  
GRANT-IN-AID**



Council Approval Date: September 5, 2005

Department: Finance

Amended: September 21, 2016

**1. PURPOSE**

Whereas s. 263(1)(c) of the Local Government Act allows local governments to provide assistance for the purpose of benefitting the community, the Municipality of North Cowichan will maintain an annual program to award community grant funding to eligible non-profit societies operating within the Municipality.

Following policy established by the Municipal Council, the Committee of the Whole will consider grant requests under the categories of tourism, economic development, social services, sports groups, and arts and culture, and will make funding recommendations to Council.

**2. GRANT CATEGORIES**

Grants-in-Aid are categorized as follows:

- a. Tourism
- b. Economic Development
- c. Social/Environmental Services [2016-09-21]
- d. Sports Groups (including associated travel for events)
- e. Arts and Culture [2015-09-02]

Grants can be used for capital, operating or one-off special event purposes.

**3. ELIGIBILITY CRITERIA**

Applicants must meet the following mandatory eligibility criteria:

- a. are located in the Municipality of North Cowichan, or alternatively, provide a service which primarily benefits the residents of the Municipality of North Cowichan; [2016-09-21]
- b. can demonstrate sound financial and administrative management;
- c. can demonstrate a financial need;
- d. are in compliance with all relevant Municipality of North Cowichan bylaws; and
- e. are registered as a society under the *BC Society Act*, or as an association under the *Cooperative Association Act*.

**Only applicants that meet the mandatory eligibility criteria listed above will be advanced to the evaluation stage.**

In some instances, assistance in cost-sharing capital improvements to facilities that are not located in North Cowichan may be considered provided that these organizations primarily serve North Cowichan residents.

Assistance towards travel expenses for youth teams may be considered if they are representing

North Cowichan at either a provincial and/or national championship level. Youths participating in individual sports at a provincial and/or national championship level may also be eligible. Grant requests from organizations that are, in the opinion of the Committee of the Whole, providing a regional service will be referred to the Cowichan Valley Regional District (CVRD).

#### **4. APPLICATION PROCESS**

Grants-in-Aid must be applied for each year. Completed applications must be received by October 15 of each year, or the next business day if this falls on a weekend.

The following information must be provided in order for an organization to have its application considered:

- a. completed grant application, including:
  - i. the name and address of the organization;
  - ii. the name of the primary contact person;
  - iii. the amount of financial assistance being requested;
- b. a clear description of the project or event for which funding is requested;
- c. all requested supporting documentation, including:
  - i. financial statements;
  - ii. project budget (if applicable);
- d. disclosure of all sources of assistance previously received from the Municipality such as, but not limited to, cash grants, assistance in-kind, building or rental accommodation or permissive tax exemption; and
- e. a description of how the previous year's grant money was spent (if a grant was received).

#### **5. EVALUATION CRITERIA**

Applicants who have met the mandatory eligibility criteria, will be evaluated under the following three categories:

- a. Program/Project Quality & Merit
- b. Organizational Effectiveness & Capacity
- c. Community Engagement & Impact

The detailed criteria and scoring weights in each category are outlined in *Appendix A*.

#### **6. BUDGET**

The Municipality's grant budget will be set in accordance with the establishment of the Financial Plan. The Committee of the Whole will meet in October of each year to discuss each grant application and will subsequently make recommendations to Council regarding which grants should be approved and the amount to be approved, prior to adoption of the annual budget. Grants-in-Aid are always subject to funding availability. All applicants will be notified of the meeting at which their applications will be considered and of the disposition of their requests.

## **7. LATE APPLICATIONS**

Council may allocate Grant-in-Aid funding in the budget for extraordinary requests received during the calendar year (e.g. one-time grant applications).

## **8. PAYMENT**

No Grants-in-Aid will be disbursed until after adoption of the Financial Plan (after May 15 yearly). All approvals will be considered on a year-to-year basis and continuing support should not be anticipated.

Council reserves the right to place conditions on the awarding of any grant including the provision that it may not disburse the grant funds until appropriate evidence (e.g. submission of receipts) is received that the funds have been expended for the intended purpose.

Representatives of organizations may also be requested to attend a Council meeting to provide a narrative summary of how the funds were expended.

**APPENDIX A**

<b>ELIGIBILITY CRITERIA</b>	<b>Y / N</b>	Applicant meets mandatory eligibility criteria
<b>EVALUATION CRITERIA</b>	<b>SCORE</b>	
<b>PROGRAM/PROJECT QUALITY &amp; MERIT</b> (30 points - maximum of 5 points each)		evidence of financial need, and need for the activity, project or proposal
		alignment with municipal objectives
		complements or extends municipal services
		addresses barriers to services for people with disabilities
		amount of funding requested related to number of residents served
		clear articulation of the degree to which the activity, project, or proposal supports the mandate and objective of the organization
<b>ORGANIZATIONAL EFFECTIVENESS &amp; CAPACITY</b> (30 points - maximum of 5 points each)		clear mandate and competent administration
		financial stability and accountability as demonstrated by prior financial performance
		realistic, balanced budgets and timelines
		diversified sources of revenue
		demonstrated track record of community service
		ongoing organizational capacity and proven ability to carry out the proposal
<b>COMMUNITY ENGAGEMENT &amp; IMPACT</b> (40 points - maximum of 8 points each)		level of public access and participation within the municipality
		number of volunteers
		growing interest and attendance
		level of engagement and cooperation with other community groups
		demonstrated support from the community as evidenced by collaborations, partnerships and in-kind support
		<b>TOTAL (maximum 100 points)</b>