



CITY OF DUNCAN

January 9, 2012

Dear Grant Applicant/ Previous Recipient:

Re: City of Duncan - Grant in Aid requests

Attached is the City of Duncan Grant in Aid policy as well as a suggested Grant in Aid application form.

As many applications get received by the City with inadequate information, the City has a suggested application form to assist applicants in their submissions. The attached form is not required, but should be used as a guide in determining the types of information that Council needs to make its determinations for awarding the grant amounts.

Please note that the application deadline is February 15

Please note that all applications MUST include the following minimum information:

- Organization name
- Description of the project
- The total cost of the project
- Other sources of funding
- Indicate whether application has been made to other local governments
- Indicate volunteer labour and in-kind donations
- **Specify an actual amount of financial assistance being requested**
- Provide a current annual budget
- Provide the previous year's financial statement

The above information is the minimum; applicants should provide as much relevant information as possible for Council to make its decision.

Thank you in advance for your consideration of this in your application.

If you have any questions on the above, please give me a call.

Sincerely,

Peter de Verteuil
Director of Finance

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City of Duncan Grants In Aid Policy

In granting financial assistance to an organization for a discretionary grant, the Council of the City of Duncan will take into account the following objectives:

1. The primary purpose of a grant is to provide one-time financial assistance to an organization for a specific project or event that benefits the residents of the City of Duncan. It is preferable that the organization be registered as or belongs to a parent society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are City-focused in nature.
3. An organization applying for a grant must provide the following information in order to have its application considered:
 - a) Name of organization
 - b) Name of the individual
 - c) Description of the project or event for which funding is requested
 - d) Indicate whether or not the project or event is already provided in the community
 - e) Identify the beneficiaries of the project or event
 - f) Indicate the total cost of the project or event
 - g) Indicate other sources of funding for the project or event
 - h) Indicate whether application has been made to other local governments
 - i) Indicate the volunteer labour and in-kind donations to be contributed toward the project or event by the members of the organization
 - j) Specify the amount of financial assistance required
 - k) Provide the organization's current annual budget and previous years financial statement
4.
 - a) The City will not grant monies for a "for profit" organization
 - b) The Council will not provide funds to individuals or teams for sports related endeavours
 - c) The Council will not grant funds to Charitable Organizations that are not locally based. (e.g. Cowichan Historical Society "is" locally based)

5. All grant applications should be submitted to the City on or before February 15th in order to be considered by the City for funding in the current year.
6. Grant applications received after February 15th may not be considered for funding in the current year.

Grant Guidelines

That applicants for grants shall generally comply with the following guidelines:

1. Be an organization of local significance not receiving local direct tax or requisition funds on a consistent basis.
2. Demonstrate that their project and/or organization provides a benefit to the City.
3. Indicate community support for their project/request for funding.
4. Be able to continue their operation from year-to-year without depending on an annual grant from the City.
5. That only nominal membership fees be charged to their patrons for the services provided.
6. Operated on a non-profit basis.
7. Be registered or belong to a parent society under the laws of British Columbia and/or Canada if required by the City Council.
8. Provide the City with a recent copy of the annual financial statements together with a budget of their project for which they are requesting funding assistance.
9. Indicate by report within reasonable time after the grant has been received as to how the funds were expended.

**CITY OF DUNCAN
GRANT-IN-AID
APPLICATION FORM**



Submit Applications to: City of Duncan
200 Craig Street
Duncan, BC V9L 3Y2
Attention: Director of Finance
Or email peter@duncan.ca

Submission deadline: February 15th of each year.

GUIDELINES

All applications for a City of Duncan Grant-In-Aid must adhere to the following guidelines:

PROGRAMS/ACTIVITIES/EVENTS MUST:

- strengthen and enhance the well-being of our community;
- be of benefit to the City of Duncan and its residents;
- promote volunteering;
- address community needs;
- improve the community's ability to identify needs and to implement self-help programs;
- promote cultural, recreational and social understanding;
- be well publicized in the community;
- be sponsored by a local not-for-profit organization.

Programs/Activities/Events MUST NOT:

- offer direct financial assistance to individuals or families;
- duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need.
- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

Preference may be given to applications that:

- are NOT ongoing (from year to year)
- partner with other service providers in the community;
- request seed money in order to launch a program/activity/event

The successful receipt of a Grant-In-Aid does not automatically guarantee funding in subsequent years. Grants are intended to indicate the City's support and encouragement of venture, and should not be expected to substantially fund any undertaking.

In accepting a grant, the organization agrees to provide the City within 90 days of completion of the activity/event/program with an accounting of how funds were used. And further, the City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Please note: it can take 90 days for Council to finalize the grant applications

A budget and financial statement must accompany this Application. Individuals are not eligible for any funding from the City.

CITY OF DUNCAN GRANT-IN-AID: GRANT APPLICATION FORM

Please complete all the blank spaces and give as much detail as possible. This will assist City Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in this application, please include an attachment page(s). If you have questions, please contact the Director of Finance at 250-746-6126.

Name of Organization:

Purpose or Function of Organization:

Street Address, Including Postal Code and email address:

Mailing Address if Different from the Above:

Specific Amount of Grant Requested (required): _____

Brief Description of the Proposed Use of the Grant:

Describe if this a new project/event/service or did it or something similar exist previously: _____

Organization Chair's Name or Person Responsible:

Telephone (work) _____ **Home** _____

Address, including Postal Code:

Email address: _____

Financial Officer's Name: _____

Telephone (work) _____ **Home** _____

Address, including Postal Code:

Email address: _____

Please provide proof of registration as a Society or a letter of support from an Umbrella Organization or a related Organization or from other Supporting Agencies or Group. Attached? Yes _____ **If no, please explain** _____

Support from other Funding Organizations:

Many activities and events in the City include residents from outside the City boundaries. Your organization is expected to make applications to the Municipality, Regional District, or First Nation from where your organization expects substantial participation or where most of your members reside.

List other agencies/organizations, and in particular, other local governments, whose financial or in kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request

GRANT-IN-AID APPLICATION DETAILS

1. Is your application for a grant (please tick one)

- * A seed grant _____
- * A special grant _____
- * A special capital expenditure _____
- * Transfer of funds to another organization _____
- * Other _____

2. How does your proposed program/activity/event promote cultural, recreational, social, sports, children, family, and other services in the Community? How does this benefit the citizens of Duncan?

3. A detailed budget for the program/activity/event (including revenues and expenses) is attached to this application (required): Yes _____ No. _____: If No, explain why. _____

4. A copy of the Organization's most recent financial statements for the program/activity/event and for the Organization as a whole is attached to this application (required): Yes _____ No. _____: If No, explain why. _____

5. Is this your first grant application to the City of Duncan? Yes: _____ No: _____
If No, please list all grants received in the past four years from the City.

Year	Amount	Year	Amount

6. If your organization/agency received a City grant last year, what were the grant funds used for?

7. In the past year, how many persons has your organization served? _____

8. How long has your organization been in existence in the Community?

9. Is your organization voluntary and non-profit?

10. What is your main source of income from?

11. Does your organization receive any benefit from property tax or other exemptions or subsidies provided by the City? Yes: _____ No: _____.

If yes please describe what and for how long _____

12. Are all of the Board members/directors/volunteers? Yes: _____ No: _____

If No, Please state amounts paid to each:

Position	Amount of Payment

13. Report the number of volunteers presently in your organization _____

14. Estimate the number of unpaid volunteer hours worked in the past year:

15. Any other information you may want to add in support of your application?

16. Please indicate when you wish to receive the grant and what time frame are you expecting the grant to be finalized for your Project/ event/ activities/ program to succeed.

I confirm that the information included in this application is true and correct to the best of my knowledge.

Signature

Print Name

PLEASE ENSURE ALL THE INFORMATION IS COMPLETE AND THE COMPLETED FORM AND SUPPORTING DOCUMENTATION IS RECEIVED AT CITY HALL NO LATER THAN FEBRUARY 15TH.