

## COMMUNITY INVESTMENT PROGRAM

# Form 2: Multi-Year (Operating) Grants

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### SECTION 1: GENERAL INFORMATION

Name of Organization: \_\_\_\_\_

Number of years organization has been in operation: \_\_\_\_\_

### SECTION 2: PROGRAM ALIGNMENT WITH DISTRICT OF SECHELT PRIORITIES

2.1 Please select the ONE program area that is *most* relevant to your organization:

- Arts, Culture, & Recreation: Programs that seek to preserve, celebrate and strengthen the local arts, culture, and recreational opportunities for residents of Sechelt.
- Social & Environmental: Programs 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: Programs that support and contribute to a diverse and resilient local community.

2.2 As indicated in the *2019 – 2022 Strategic Plan*, the District of Sechelt strives to be a more sustainable community that provides an exceptional quality of life or every age and stage of life. From the list below, please select up to 3 District of Sechelt strategic priorities that are most aligned with your program:

- Promoting Economic Prosperity
- Revitalizing the Downtown
- Enhancing Fiscal Sustainability
- Improving Governance and Communication
- Enhancing Community Liveability
- Improving Operations and Infrastructure
- Managing Growth Effectively

### SECTION 2: ABOUT THE ORGANIZATION

3.2 How is the organization incorporated (you must select at least one):

- Non-profit Society (BC Societies Act) Society Registration number: \_\_\_\_\_
- Charitable Organization (Canada Not-for-profit Act) CRA Charitable Registration number: \_\_\_\_\_

3.4 Number of *year-round* volunteers: \_\_\_\_\_

3.5 Number of *casual* volunteers: \_\_\_\_\_

Number of hours worked in last 12 months: \_\_\_\_\_

Number of hours worked in last 12 months: \_\_\_\_\_

3.6 Number of full-time staff in your organization: \_\_\_\_\_

3.7 Number of part-time staff in your organization: \_\_\_\_\_

3.1 Vision, Mission and Mandate: (Max. 150 words)

List of programs/services offered by organization (max. 100 words):

**SECTION 3: PROGRAM DETAILS**

3.1 Describe the program(s) you are seeking support for, and explain **why they are needed** and **how they benefit** the District of Sechelt and its residents. (max. 300 words)

3.2 List the main participants who are involved in carrying out the program(s) (staff, volunteers, board members, consultants, contracted service providers etc.) (max. 75 words)

3.3 What broader community support exists for your program(s)? Please describe any partnerships, collaborations, and/or support. (max. 100 words)

3.4 In this section, describe your organization’s main activities and anticipated results. This detail provides the grant Committee with clarity about the actual work of the program(s), and provides concrete examples of what is being achieved. Describe 3-5 primary activities involved in delivering your program(s) in 2021. Each activity should be described briefly and should be accompanied by key anticipated outcomes.

**Activity**

1.

2.

3.

**Anticipated outcome**



4.

5.

**SECTION 4: SUCCESSES AND CHALLENGES**

4.1 How does your organization ensure that its programs are accessible and inclusive for anyone who has an interest? Please share examples and success stories of accessibility and inclusivity. (max. 150 words)

4.2 How and when does your organization conduct a review of its programs? How do you ensure that these programs and activities are meeting both community needs and the mandate of your organization? (max. 150 words)

4.5 Assuming COVID restrictions remain in place for most of 2021, will your organization be able to continuing offering its programs? What changes may be required? (max. 150 words)

**SECTION 5: FUNDING** (use Form 3: Budget to provide additional details)

5.1 Grant Request

	2021 Grant Request (\$)	2022 Grant Request (\$)	2023 Grant Request (\$)
A			
	2021 Program Budget (\$)	2022 Program Budget (\$)	2023 Program Budget (\$)
B			
	2021 Grant Request as % of Total Program Budget (C = A/B)	2022 Grant Request as % of Total Program Budget (C = A/B)	2023 Grant Request as % of Total Program Budget (C = A/B)
C	%	%	%

5.2 Describe why multi-year funding is needed, and how the grant money will be used. (max. 150 words)

5.3 If your organization has a current or projected deficit, what action is being taken to address it?

4.3 In the last year, have there been any significant changes to your organization or program? Consider both internal and external changes, and describe how your organization has responded to these changes.

Type of Change	Details
<p><b>Organizational</b> (changes in governance, policies, strategic plan etc.)</p>	
<p><b>Leadership</b> (changes to staff or board)</p>	
<p><b>Financial</b> (changes to funding, deficit/surplus, loss/gain of sponsors etc.)</p>	
<p><b>Demographics</b> (changes in community you serve)</p>	

4.4 To help the CIP Grant Committee better understand the impact **COVID** has had on your organization, please provide a brief description of the challenges your organization has faced since March 18, 2020 (e.g. closures, cancellations, virtual delivery of services, layoffs, lost revenue, lost fundraising opportunities, additional costs etc.) Please also indicate what, if any, **COVID** assistance (grants, rent assistance etc.) your organization has been able to access. (max. 350 words)

5.4 Please identify any financial reserves (restricted or unrestricted) held by your organization and describe their purpose and any restrictions:

Reserve amount (\$):

Purpose:

Restrictions (if any):

**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; and
- 4) to recognize the District of Sechelt on all promotional materials (print and digital) relating to the program with the District of Sechelt logo and/or the following: “We gratefully acknowledge the support of the District of Sechelt through their Community Investment Grant program”; 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:  
(other than person completing this form)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

Date (mm/dd/yyyy): \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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