



District of
SECHELT

Community Investment Program

FORM 1: Grant Guidelines & Eligibility Check

For more information, please contact:

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GRANT PROGRAM GUIDELINES

The District of Sechelt recognizes the vital role non-profit and charitable organizations play in ensuring the social, cultural, and environmental well-being of our community. The District of Sechelt's Community Investment Program provides financial assistance to community organizations to support programs, projects, services, and events that benefit the citizens of Sechelt.

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

INELIGIBLE EXPENSES:

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

CONDITIONS OF ACCEPTANCE OF GRANT

- Successful applicants must recognize the District of Sechelt on all promotional materials associated with the project
- Successful applicants must agree to be named as such in the District of Sechelt's Annual Report
- Successful applicants must submit a final report to the District of Sechelt
- Successful applicants must use the CIP grant funding for approved eligible purposes

SUBMITTING AN APPLICATION

Submit all required documents to: grants@sechelt.ca

REQUIRED DOCUMENTS:

1: Grant Guidelines & Eligibility Check Form (PDF Fillable Form)

2: Annual Grant Application OR Multi-Year Grant Application (PDF Fillable Form)

3: Budget (Excel)

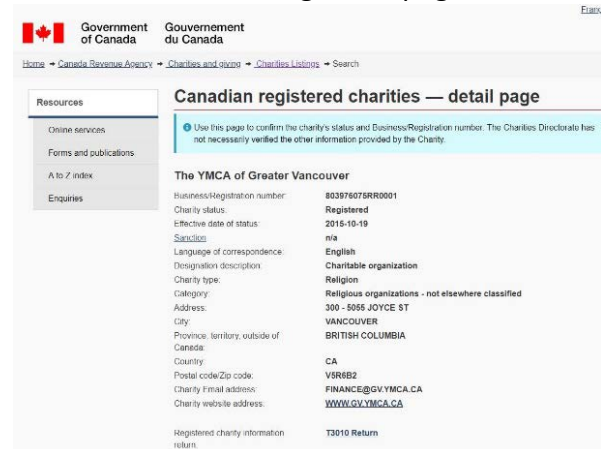
4: Prepared Financial Statements (Notice to Reader) OR Society-Produced Financial Statements, consisting of a 'Statement of Operations' (Expenses/Revenues) and a 'Balance Sheet' signed by two officers of the organization

5: Proof of good standing

For Non-profits: a screen-shot/snip of your Society's Dashboard from BC Societies Online



For Charities: a screen-shot/snip of your CRA Charities Listing detail page



Optional:

- Any letters confirming funding and/or in-kind contributions from partner organizations
- Support material, photos, letters of support, promotional material, etc.

APPLICATION DEADLINE: Monday, February 7, 2022

SECTION 1: GRANT STREAM

Complete the eligibility checklist for the grant stream you will be applying to this year.

Annual (project) Grant

ELIGIBILITY CHECK To be eligible for an Annual Grant, applicants **MUST** meet the following requirements:

- 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 are not eligible); and
- Be requesting funds for a program, project, service, or event that will directly benefit the citizens of Sechelt; and
- Have submitted a final report demonstrating appropriate use of funds for all previous projects funded through the District of Sechelt’s Community Investment Program.

OR

Multi-Year (operating) Grant

ELIGIBILITY CHECK To be eligible for a Multi-year Grant, applicants **MUST** meet the following requirements:

- A non-profit society in good standing with BC Registrar of Societies and/or a registered charitable organization in good standing with the Canada Revenue Agency for at least three (3) consecutive years at the time of application; and
- Have a track record of receiving, at minimum, two (2) consecutive grants from the Community Investment Program; and
- An organization that delivers a service or program that benefits the community and complements and extends the reach of District of Sechelt programs and services; and
- An organization that has demonstrated sustainable and diverse financial resources.

SECTION 2: CONTACT INFORMATION

Name of Organization:

Official Registered Name:
(if different from above)

Organization’s mailing address:

Municipality:

Postal Code:

Website:

Facebook page:

Primary Staff Contact:

Email address:

Business Phone:

Mobile Phone:

Board President:

Email address:

Business Phone:

Mobile Phone:

