

CIP Grant Application: Annual

Grant Guidelines & Eligibility Requirements

Before starting your application, make sure you have copies of the following documents ready:

1. Budget Worksheet (download the Excel document, under [Required Documents on the CIP website](#))
2. Recent Financial Statement
3. Proof of good standing as non-profit or charity

Samples of proof of good standing:

BC Societies Online Dashboard

ABC SOCIETY OF BC
Incorporation Number: S1000173
Business Number: 79314 2753 BC0002
Status: ACTIVE

To Do List
Transition your Society to the new B.C. Societies Act. [Step-by-step filing instructions](#)

Society's Registered Office Address [File a Change \(\\$15.00\)](#) [Address Requirements](#)
Delivery Address: 88888 CARMICHAEL RD, VICTORIA BC V8P 1M4
Mailing Address: 99999 RAYNOLD'S RD, VICTORIA BC V8P 2K6

Society's Email Address [Why is an Email Address requested?](#)
Primary Email: keatonm@gmail.com
Alternate Email: [Edit](#)

Society's Directors [File a Change \(\\$15.00\)](#) [Who can be a director?](#)
Betty Marie Black: 66666 GEORGE CRT, WEST KELOWNA BC V1T 2K4
Charlie C Chase: 44444 9TH ST, WEST VANCOUVER BC V7T 2K6
Jason Joseph Jaco: 11111 CEDAR HILL CROSS RD, VICTORIA BC V8P 1M4
Johnny Joseph James: 33333 64TH AVE WEST, VANCOUVER BC V8P 2L4
Sammy Smith: 22222 MONTROSE AVE, VICTORIA BC V8P 2K4

CRA Charity Listing - detail page

Government of Canada / Gouvernement du Canada

Home → Canada Revenue Agency → Charities and giving → Charities Listings → Search

Canadian registered charities — detail page
Use this page to confirm the charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the Charity.

The YMCA of Greater Vancouver
Business/Registration number: 803976075RR0001
Charity status: Registered
Effective date of status: 2015-10-19
Language of correspondence: n/a
Designation description: English
Charity type: Charitable organization
Religion: Religious organizations - not elsewhere classified
Address: 300 - 6056 JOYCE ST, VANCOUVER, BRITISH COLUMBIA, CA
Country: CA
Postal code/Zip code: V5R6B2
Charity Email address: FINANCE@GV.YMCA.CA
Charity website address: WWW.GV.YMCA.CA
Registered charity information return: T3010 Return

I have the required documents ready to upload to my application

Yes

I have read, and I understand, the Grant Program Guidelines

Yes

CIP Grant Application

Eligibility Check

To be eligible for a CIP Grant, applicants **MUST** meet the following requirements:

1. Is your organization a non-profit society in good standing with BC Registries and/or a registered charitable organization in good standing with the Canada Revenue Agency? ("Member-funded" societies are NOT eligible) *

Yes

No

*** What is a "member-funded society?"** (as defined by [BC Registries](#)) A member-funded society is a society that is primarily funded by its members to carry on activities for the benefit of its members. A member-funded society is subject to less regulation under the new *Societies Act*. For example, a member-funded society need only have one director, need not give the public access to its financial statements, and can distribute its assets to its members when it dissolves.

2. Are you requesting funds for a program, project, service, or event that will directly benefit the citizens of Sechelt? *

Yes

No

3. Has your organization submitted all final reports for any previous projects funded through the District of Sechelt's Community Investment Program? *

Yes

No

N/A (if you have never received a CIP Grant before)

CIP Grant Application

Type of grant

Which type of CIP Grant are you applying for? *

Annual (project) Grant

SAMPLE

[20xx] CIP Grant Application

Organization Information

Name of Organization

Official Registered Name (if different from above)

Organization's mailing address (street name & number or PO Box)

Select your municipality

Postal Code

Website

Facebook page

Primary staff contact name *

Staff email address *

Staff phone number

Name of Board President or Chair *

Board email address *

Board phone number

How is the organization incorporated (select at least one) *

Non-profit Society

Charitable organization

Upload proof of good standing with the BC Societies Registrar (e.g. a screen-shot of your Society's "Dashboard" from BC Societies Online)

Upload proof of good standing with the Canada Revenue Agency (e.g. a screen-shot of your CRA Charities Listing detail page)

Number of years organization has been in operation

Number of full-time staff

Number of part-time staff

Number of year-round volunteers

Number of casual volunteers

Vision, Mission and Mandate of Organization (max 250 words) *

CIP Grant Application

Project/Program Details

EVIDENCE OF COMMUNITY NEED:

Describe the program(s) you are seeking support for, indicating why they are needed.
(max. 350 words) *

SAMPLE

BENEFIT:

Describe how your program(s) benefit the residents of the District of Sechelt (max. 350 words) *

SAMPLE

CAPACITY:

Does your organization have the capacity to deliver these programs and services?

Who are the key personnel? (staff, volunteers, board members, consultants, contracted service providers etc.) (max. 250 words) *

Empty text box for Capacity response.

PARTNERSHIPS AND SUPPORT:

What broader community support exists for your project?

Please describe any partnerships, collaborations, and/or support for this program. (max. 250 words) *

Empty text box for Partnerships and Support response.

FUTURE OUTCOMES:

What are the anticipated outcomes of this project?

How will you determine whether it has been successful? (max. 250 words)

Empty text box for Future Outcomes response.

PUBLIC ACCESSIBILITY:

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) *

Empty text box for public accessibility response.

How will you proceed if you do not receive this grant? (max. 150 words) *

Empty text box for response to not receiving the grant.

SAMPLE

CIP Grant Application

Financial Information

Amount being requested from the CIP Grant Program *

FINANCIAL NEED:

Describe how the grant money will be spent (you will also need to provide detailed amounts in attached budget) (max. 250 words) *

SAMPLE

- › Upload a copy of your completed CIP Grant Budget Form
- › Upload a copy of your 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.

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:

1. To use the grant funds for approved eligible purposes, as outlined in the application; and
2. 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
3. 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.

To be signed by a staff or board member with authorization to sign on behalf of the applicant organization *

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.