

CIP Grant Application: Multi-Year Grant

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

The screenshot shows the 'Society's Dashboard' for the ABC Society of BC. Key information includes:

- Incorporation Number:** S1900173
- Business Number:** 79314 2753 BC0002
- Status:** ACTIVE
- Annual Report:** \$40.00
- Change of Director:** \$15.00
- Change of Address:** \$15.00
- Change of Bylaws:** \$20.00

The dashboard also features sections for 'To Do List', 'Society's Registered Office Address', 'Mailing Address', 'Society's Email Address', and 'Society's Directors'.

CRA Charity Listing - detail page

The screenshot shows the 'Canadian registered charities — detail page' for The YMCA of Greater Vancouver. Key information includes:

- Business/Registration number:** 803976075RR0001
- Charity status:** Registered
- Effective date of status:** 2015-10-19
- Sanction:** n/a
- Language of correspondence:** English
- Designation description:** Charitable organization
- Charity type:** Religion
- Category:** Religious organizations - not elsewhere classified
- Address:** 300 - 6056 JOYCE ST VANCOUVER BRITISH COLUMBIA
- 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? *

Multi-Year (operating) Grant

SAMPLE

CIP Grant Application

Multi-Year Grant Requirements

To be eligible for a **MULTI-YEAR** grant, applicants must meet the following requirements:

Does your organization have a track record of receiving, at minimum, two (2) consecutive grants from the Community Investment Program?

Yes

No

Does your organization deliver a service or program that benefits the community and complements and extends the reach of District of Sechelt programs and services?

Yes

No

Can your organization demonstrate sustainable and diverse financial resources?

Yes

No

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.

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 details.

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

Empty text box for contingency plan.

Accountability & Change

In this section, describe how your organization ensures its programs are meeting the needs of participants, and how your organization adapts to change.

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) *

In the last year, have there been any significant changes to your organization or program? (select as many as necessary) *

- Organizational Change (e.g. governance, policies, strat. plan)
- Leadership Change (e.g. staff or board)
- Financial Change (e.g. funding, loss/gain of sponsors)
- Demographics (e.g. changes in the community you serve)
- Other
- None

Describe how your organization has responded to these changes.

CIP Grant Application

Financial Information

**Two Years Prior :
Grant Request (\$)**

**Two Years Prior:
Total Program
Budget (\$)**

**Two Years Prior: Grant Request as % of Total
Program Budget (% will be calculated
automatically)**

**Previous Year:
Grant Request (\$)**

**Previous Year:
Total Program
Budget (\$)**

**Previous Year: Grant Request as % of Total
Program Budget (% will be calculated
automatically)**

**Current Year:
Grant Request (\$)**

**Current Year: Total
Program Budget (\$)**

**Current Year: Grant Request as % of Total
Program Budget (% will be calculated
automatically)**

FINANCIAL NEED:

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

Does your organization have any restricted reserve funds?

Yes

No

Please indicate the amount of the reserves, and identify their purpose or the project they are reserved for (max 100 words)

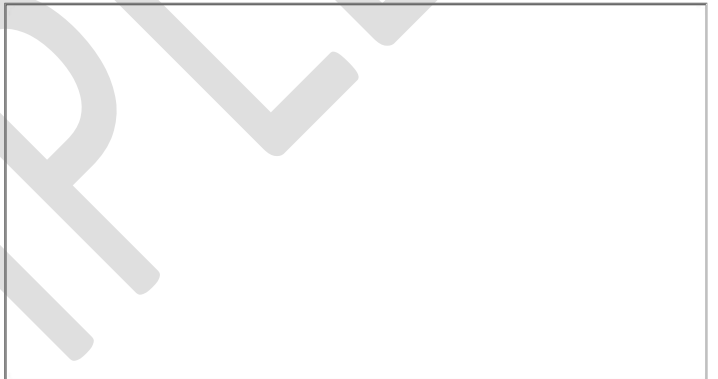
A large, empty rectangular box with a thin black border, intended for the user to provide details about their organization's reserves.

Does your organization have a current or projected deficit?

Yes

No

What action is being taken to address the deficit?

A large, empty rectangular box with a thin black border, intended for the user to describe the actions being taken to address a deficit.

SAMPLE

Describe why multi-year funding is needed. (max. 150 words)

- › **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.**

SAMPLE

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.