



**CITY OF NANAIMO
SOCIAL DEVELOPMENT GRANT PROGRAM
2012 GUIDELINES**

**If you read the following information and require further clarification please call
John Horn, Social Planner, at 250-755-4483 or email him at john.horn@nanaimo.ca**

The Social Planning Advisory Committee is now soliciting from the community, proposals for projects that address a key social issue. A total of \$30,000 is available to be allocated for 2012 Social Development grants.

Step 1: Letter of Intent Deadline: 4:30 pm, Friday, October 28, 2011.

Step 2: Full Application Deadline: 4:30 pm, Friday, November 25, 2011.

This year's grants must be used by successful proponents by December 31st, 2012.

Step 1: Letter of Intent

Letters of Intent must clearly articulate how the proposed project, program or service will address the criterion set out for this year's grant program by the Social Planning Advisory Committee:

“Poverty reduction initiatives that support groups/individuals in accessing education and/or training opportunities.”

How to Submit a Letter of Intent:

Letters of Intent should be addressed to John Horn, Social Planner, Community Planning Section, City of Nanaimo, and may be mailed to 455 Wallace Street, Nanaimo, BC, V9R 5J6 or dropped off at the Community Planning Section, City Hall Annex, 238 Franklyn Street, Nanaimo, BC. Letters of Intent must not exceed three pages and must include a detailed project budget. Only one project idea per organization may be submitted.

Note: E-mail submissions will not be accepted.

Eligibility Criteria:

The proposed project, program or service must:

- Relate directly to the need(s) identified by the highlighted criteria;
- Substantiate the effectiveness and quality of the service;
- Have reasonable costs that are on par with similar programs;

- Connect or collaborate with services provided by other funders and agencies in cases where the services are being provided to essentially the same client group.

The applicant agency/organization must:

- Be a Nanaimo-based registered non-profit society, or recognized faith-based group.
- Demonstrate sound financial and administrative management; and adhere to generally accepted principles and practice of non-profit governance.
- Have services/programs accessible to people in the community;
- Demonstrate financial or in-kind partnerships;
- Complete the application form and provide requested documentation;
- Comply with City of Nanaimo bylaws and policies;
- Acknowledge the contribution from the City of Nanaimo in any brochures or pamphlets.

Ineligible Services/Expenses:

Any proposed service or program that falls within the legislated mandate of other levels of government will not be eligible for funding from the City of Nanaimo.

Other ineligible expenses include: training or banquets; travel expenses; and reducing or eliminating existing accumulated deficits.

Letter of Intent Deadline:

The deadline for submission of Letters of Intent is 4:30 pm, Friday, October 28, 2011. Please retain a copy of the Letter of Intent for your files.

Review Process:

Letters of Intent will be reviewed by the Social Planning Advisory Committee and a short-list of proponents developed. All applicants will be advised of the Committee's decisions, and those on the short-list will be asked to submit detailed applications.

Potential proponents should be aware that they may only receive funding for two consecutive years for a specific project. Projects currently receiving funding who submit a second request must complete an interim status report with a budget and a summary of outcomes achieved by their projects to date. This status report must be submitted with the completed full application.

Grant Limitations:

All applications will be considered within the limitations of the overall program budget. Not all organizations meeting the criteria and the community priority will necessarily receive funding. All unused funds must be returned to the City of Nanaimo.

Step 2: Full Application

Should your Letter of Intent be successful, you will be invited to submit a Full Application.

How to Apply:

Application forms are available at the Community Planning Section, City Hall Annex, 238 Franklyn Street, Nanaimo, BC and on the City's website www.nanaimo.ca.

Submissions should be addressed to John Horn, Social Planner, Community Planning Section, City of Nanaimo, and may be mailed to 455 Wallace Street, Nanaimo, BC, V9R 5J6 or dropped off at the Community Planning Section, City Hall Annex, 238 Franklyn Street, Nanaimo, BC.

Note: E-mail submissions will not be accepted.

The following must be included:

1. Completed application form (available at the Community Planning Section, 238 Franklyn Street and on the City's website www.nanaimo.ca);
2. A copy of the society's philosophy or mission statement;
3. Job descriptions of any positions paid for by the civic grant;
4. Consolidated financial statement (or year-end financial statements endorsed by two signing officers for the Board of Directors);
5. A copy of the budget for the proposed program or service showing the current and next fiscal years;
6. List of Board of Directors (including position held, address and phone number).

Review Process:

Applications will be reviewed by the Social Planning Advisory Committee and recommendations made to City Council. Applicants will be notified of the Committee's recommendations to Council and subsequent Council decisions.

Evaluation Criteria:

1. Ability of the proposed project or program to address the criterion chosen for the current year's grant program and/or the project/program's anticipated outcome(s);
2. Demonstrated ability of the applicant to carry out the project or program;

3. Demonstrated in-kind or financial partnerships to ensure on-going sustainability;
4. Demonstrated benefit to the community;
5. Degree of collaboration demonstrated;
6. Completeness of the application package (see above).

Full Application Deadline:

The application deadline is 4:30 pm, Friday, November 25, 2011. Please retain a copy of the application for your files.

Accountability:

Organizations successful in obtaining a City grant will be asked to complete a final report on the funded activity or project. If a second grant is applied for, the report must be enclosed with the current application. The grant eligibility and evaluation guidelines should be used when completing the report and statistics should be included where applicable. The report must describe how the City grant assisted your organization in addressing the issue(s) highlighted by that year's criteria. **Note: Applications for additional funding will not be considered until the report has been submitted.**