



CITY OF NANAIMO APPLICATION FOR GRANT OTHER GRANTS

Office Use

ORGANIZATION:	DATE:
ADDRESS:	PRESIDENT:
TELEPHONE:	SENIOR STAFF MEMBER:
FAX:	POSITION:
EMAIL:	CONTACT:
TELEPHONE:	TELEPHONE:

OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:

GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:

NO. OF FULL TIME STAFF:	NO. OF PART TIME STAFF:
NO. OF COMMUNITY VOLUNTEERS:	NO. OF VOLUNTEER HOURS PER YEAR:
NO. OF MEMBERS:	MEMBERSHIP FEE:
CLIENTS SERVED, LAST YEAR:	CLIENTS SERVED, THIS YEAR (PROJECTED):
B.C. SOCIETY ACT REG. NO.:	REVENUE CANADA CHARITABLE REG. NO.:

CURRENT BUDGET:	DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?
INCOME	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?
EXPENSES:	
NEXT YEAR PROJECTED:	TOTAL GRANT REQUESTED:
INCOME:	
EXPENSES:	

SIGNATURE:	TITLE/POSITION:	DATE:
-------------------	------------------------	--------------

NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS, CURRENT FINANCIAL STATEMENTS AND BALANCE SHEET AND INCOME STATEMENT MUST BE ATTACHED TO THE APPLICATION FORM (SEE COMPLETE LIST OF REQUIRED ATTACHMENTS ON BACK OF THIS FORM).

REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING

The following **must be attached to this application for consideration of the Grants Advisory Committee:**

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Audited Financial Statement (or year-end financial statements)
3. Year-to-date Financial Statements (including both Balance Sheet and Income Statement)
4. A budget for this fiscal year as well as the next fiscal year
5. List of Directors

Criteria for Awarding Other Grants:

1. large number of volunteers
2. registered nonprofit society
3. sound financial and administrative management
4. demonstrated financial need
5. accessible to a large portion of the community
6. broad base of support
7. other source of financial support
8. must be local in focus and comply with City of Nanaimo bylaws and policies
9. cash grants not provided if organization receives a PTE or where the facility is provided by the City free of charge or reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding Provided for Other Grants:

1. educational funding
2. emergency funding
3. capital grants on a matching basis up to a maximum of \$5,000
4. in-kind funding for facility rental

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose of your organization?

2. Describe the work your organization does in this community.

3. What other agencies provide similar services?

4. How is your organization different than those organizations providing similar services in question 3. above?

5. Describe who your clients are.

6. Where do your clients live?

CITY OF NANAIMO GRANT QUESTIONNAIRE

7. Describe the needs of your clients.

8. What are your organization's specific priorities for the coming year?

9. How does your organization ensure that its services address continuing and emerging community needs?

10. Describe your organization's community support.

11. Describe the role of volunteers in your organization.

12. What are your organization's problems and how are they being addressed?

CITY OF NANAIMO GRANT QUESTIONNAIRE

13. Provide details of fees for service in your organization, and how costs and fees are determined.

14. If your organization is a branch of a larger organization, indicate how this affects the financial and other information you have provided.

15. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

16. Describe your policy and treatment of year-end surpluses or deficits.

17. Detail current and/or planned revenue-generating activities of your organization.

CITY OF NANAIMO GRANT QUESTIONNAIRE

18. List grants applied for/received from other governments or service clubs.

19. Name other organizations or individuals who can endorse your organization. Provide names and telephone numbers.

Name: Telephone No.:

Name: Telephone No.:

Name: Telephone No.:

20. Identify previous grants from the City of Nanaimo and other agencies and describe how your organization ensured funding went towards the program identified.

21. What do you plan to use the City grant for this year?

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

If you have any questions, call Laura Mercer at (250) 755-4413