



City of Nanaimo

Parks Recreation and Culture

Community Watershed Restoration Grant Application Form (2025)

This is an application for the City of Nanaimo's Community Watershed Restoration Grant.

Before completing the application form, please refer to the ***Community Watershed Restoration Grant Guidelines & Criteria***.

How to Submit your Application

Submit completed application packages **by 4:00 pm on April 4, 2025**

- **By Email:** parksandrecreation@nanaimo.ca
- **By Mail:** c/o , City of Nanaimo 455 Wallace Street, Nanaimo BC V9R5J6
- **In Person:** Bowen Park Complex drop box. Located at 500 Bowen Road, the drop box is accessible from outside and is located on the lower level of the building near the tennis courts (Pine Street Entrance). Please make sure your package is clearly marked with the applicable grant name.
- **Online** Upload a PDF of the signed application and attachments for all sections using the online submission process

Important Notes

Late applications will only be reviewed if project funds remain after evaluating on-time applicants.

Applicant (or representative) should plan to attend an online information session on **Feb 20th at 5PM** to answer any questions about the application process.

For more information, please contact Parks, Recreation and Culture at 250-756-5200 or parksandrecreation@nanaimo.ca

Grant Request Details

Year: _____ Applicant: _____

Grant Amount Requested: \$ _____ Project Name: _____

Project Focus

Please indicate which of the following City Plan goals your project addresses:

- ☐ Watershed Protection
- ☐ Urban Tree Canopy, Natural Areas and Greenways
- ☐ Climate Adaptation
- ☐ Other (please specify) _____

Organization Details

Legal Name of Organization: _____

Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Contact Person: _____

Position: _____ Email: _____

Project Information

Please state the project name/title and provide a brief summary in the following space. This information may be used in public communications and on the City’s website (150 words maximum).

☐

Does your activity take place in Nanaimo?

- ☐ Yes
- ☐ No

Have we funded this project before?

- Yes - Year: _____
- ☐ No

In the following box, please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: timelines, location, zoning, staffing, target market, potential programming, relevance to City and Parks Recreation and Culture priorities, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

Budget

Attach the following information:

- ☐ A detailed budget of the proposed project, outlining all revenues including sources and expenditures, using the attached form

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Does your organization already receive (or have you applied) for other sources of City of Nanaimo funding?

- ☐ Yes
- ☐ No
- ☐ Pending Application: Funding Type: _____ Amount Requested: \$ _____

If yes, please specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required):

Funding Type: _____ Amount Granted: \$ _____

Funding Type: _____ Amount Granted: \$ _____

Signature and Declarations

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature _____ Position _____ Date _____

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Community Watershed Restoration Grant that we give the City of Nanaimo (or third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature _____ Position _____ Date _____

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 Community Charter and 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. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

COMMUNITY WATERSHED RESTORATION GRANT

PROJECT BUDGET:

PROJECT REVENUE (Please provide detailed revenue projections and indicate any revenue sources that have been confirmed)

FUNDING SOURCES	Amount \$	Confirmed (Yes/No)
Community Watershed Restoration Grant Amount Requested	\$	
Other Funding Sources (please list all other grants or funding received or presently being pursued for this project)		
	\$	
	\$	
	\$	
Total Funding Amounts	\$	
Project/Program Revenue (if any)		
	\$	
	\$	
Total Project/Program Revenue	\$	
Other Revenue Sources (e.g. Donations/Services in Kind)		
	\$	
	\$	
	\$	
Total Other Revenue	\$	
TOTAL ALL REVENUE	\$	

PROJECT EXPENSES

Expense Item:	Amount \$	Expenses City Funding Applied To
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL ALL EXPENSES	\$	