CITY OF NANAIMO
THE HARBOUR CITY
PARKS, RECREATION AND CULTURE

COMMUNITY PROGRAM DEVELOPMENT GRANT

GUIDELINES

AND

APPLICATION FOR FUNDING

COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION

General Information

The City of Nanaimo wants to work with community groups and partners to seed new or expanded programs that provide increased opportunities for residents to participate and connect in the community.

The City encourages community groups to build on their success and expertise in developing programs that enhance residents' exposure to a variety of experiences.

It is anticipated that groups will become self-sustaining. The purpose of this grant program is not for long-term funding.

To qualify, groups must identify:
- the goals and objectives of the project or program;
- target audience;
- clear success measures;
- how the project or program benefits the community;
- how the group will sustain the program or event in the long-term;
- marketing or promotion plan if applicable;
- funding sources and partners; and,
- evaluation criteria and tools.

Nanaimo Parks, Recreation and Culture have a budget of $15,000 for Community Program Development grants to assist groups hosting community educational or experiential opportunities. When making your application, please remember that our objective is to assist as many groups as possible.

Any amateur non-profit organization is eligible for funding. Charitable status is not necessary.

Private or commercial organizations are not eligible.

Funding for capital expenditures will not be considered.

Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo for this application.

Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. 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. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.

Application Timeline

Applications must be submitted by: November 1st for spring and/or summer programs
                                        May 1st for fall and/or winter programs

Applicants will receive written notification of Council's decision within 90 days of the application deadline date. Applications received after this date will only be considered if there are unused funds. In exceptional or unforeseen circumstances, the Selection Committee will determine if late requests warrant special consideration.

Application Criteria

- The program fills a void in the community and provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good long-term investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding, and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- The program must be sustainable and produce long-term benefit in the community.
- Has potential to offer short-term employment for student youth.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program, or, where there is proven need to sustain the program.
- This grant is designed specifically to assist programs, events and festivals that utilize services and facilities within the City of Nanaimo.
- The applicant must adhere to sound standards of corporate governance where applicable.
- ***Organizations receiving operational funds from the City of Nanaimo will not qualify for Community Program seed funding.***

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations, neighborhood groups or other bodies with experience in organizing programs and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Finance and Audit Committee.
2. Applicants must be able to demonstrate a broad community participation or significant potential audience.
3. Applications will be considered on the following criteria:
    - Evidence of benefit to the community.
    - Evidence of financial need by the sponsoring organization.
    - Secured commitment from other funding sources.
    - Evidence of long term viability and sustainability.
    - Demonstration of community support for the project or program as measured by volunteer participation, membership, and/or audience participation.
    - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
    - Potential community and/or financial impact (i.e. life experience, jobs created, spending, number of visitor days created and how this information will be tracked).
    - Public recognition of the municipal contribution.
    - Level of program profile and media exposure.

What Does Your Organization Need to do to Apply for Funds?

- Your organization needs to complete the attached application form.
- For an application to be considered, it cannot be longer than 10 pages in length, including the application form.
- All pages must be single sided with a font size of at least 10.
- All applications for funding must be clearly marked "**Community Program Development Grant Application**" and submitted to:

    c/o Nanaimo Parks, Recreation and Culture
    500 Bowen Road
    Nanaimo, BC V9R 1Z7

Review Process

The Finance and Audit Committee screens applications and makes recommendations to City Council for approval and distribution of funds.

Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeals

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation.

Criteria for Allowing an Appeal
- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Finance and Audit Committee), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?

Further Information?

Contact: Laara Clarkson; Manager, Recreation Services at 250-756-5200.

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PARKS, RECREATION AND CULTURE

COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS
November 1st for spring and/or summer programs
May 1st for fall and/or winter programs

Legal Name of Organization: _____

Mailing Address: _____

Postal Code: _____

Telephone #1: _____

Telephone #2: _____

Email: _____

Contact Person: _____

Position: _____

Society Registration Number:_____(If not registered, please leave blank)

Is your society in good standing with the Registrar: Yes_____ No _____

Fiscal year for grant: _____ to _____

Total grant requested for fiscal year: _____

Total budget for fiscal year: _____

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

Name of Grant	Amount Requested	Amount Approved

In your application, please answer all questions and include the information requested:

1.   Name of Project or Program: _____

2.   Times and Dates: _____

3.   Location: _____

4.   Target Market and Age of Participants: _____

5.   From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

Program Highlights	**Age Groups**	**Attendance**
Expected attendance		

6.   Is any other organization providing a similar service? Yes_____   No_____

7.   Is this a new program?   Yes _____   No_____

8.   How long has your organization existed in Nanaimo? _____ Years

9.   Briefly outline the purpose or mission of your organization:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

10.   What programs in the past has your organization produced/sponsored?

	Year	Program and Location	# Attending
1.			
2.			
3.			
4.			

Please also include the following information:

11.   One to two typed pages outlining a summary of your idea.

12.   For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)

13.   How will your idea benefit Nanaimo?

14.   How will your program be marketed?

15.   How will you evaluate the success of the program?

16.   Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.

17.   Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)

18.   Include a list of the organizers identifying the roles and names of the people in those roles/functions.

PLEASE NOTE: A final report and financial statement (1 – 3 pages maximum) must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application.

Program Revenue Budget

Name of Activity: _____   **Sponsored by:** _____

- Please provide your best estimate of the revenues and costs of the project or program for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.

- Definitions: Earned revenues are usually generated directly by a project or program and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.

- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR **Actual 20___ (Previous Year if applicable)**	**Revenue Item**	YEAR **Projected 20___ To be completed for application**
	Earned Revenue	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	Fundraising Revenue	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	Government Revenue	
	Municipal Grants	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
	Total Revenues **Line A**	

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

Source   **$ Value**

_____   _____

_____   _____

Program Expenses

YEAR Actual 20___ (Previous Year if applicable)	Expense Item	YEAR Projected 20___ To be completed for application
	Administration & Communication Costs	
	Project or Program Coordinator: including estimated hours worked	
	Office Staff: including estimated hours worked	
	Insurance Costs	
	Fundraising expenses (please specify)	
	Volunteer expenses (please specify)	
	Marketing and publicity (please specify)	
	Other (please give details)	
	Total Administration & Communications Cost	
	Project or Program Costs	
	Facility / Venue Rental	
	Equipment rental (tents, stage, lights, sound, etc.)	
	Artists, performers, cultural program contributors: fees or honoraria	
	Technical Staff	
	Materials and Supplies	
	Permits	
	Municipal Services	
	Police Costs	
	On Site costs (signs, garbage cans, toilets, power, etc.)	
	Performer and on-site volunteer services; (travel, food, t-shirts, etc).	
	Other (please give details)	
	Total Production & Events Costs	
	Total Expenses **Line B**	
	Net **(Line A minus Line B)**	