



# City of Nanaimo Youth Resilience Grants

## Nanaimo Youth Resilience Grant Application Form (2023)

This is an application for the City of Nanaimo's Youth Resilience Grant. Before completing the application form, please refer to the ***Grant Guidelines & Criteria*** and ***Frequently Asked Questions*** documents.

### **How to submit your application:**

Submit completed application packages **by 12:00 pm on Monday, August 14, 2023.**

- **By Email:** [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca)
- **By Mail:** c/o Community Planning, City of Nanaimo 455 Wallace Street, Nanaimo BC V9R5J6
- **In Person:** c/o Community Planning, City of Nanaimo Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC

For more information, please contact Community Planning at 250-755-4464 or [socialplanning@nanaimo.ca](mailto:socialplanning@nanaimo.ca).

# Nanaimo Youth Resilience Grant Application Form

## SECTION 1 – APPLICANT OVERVIEW

Project Title:	
Legal Name of Organization:	
Business Name of Organization:	
Organizations GST/Business Number:	
Applicant’s Mailing Address:	
Physical Location (if different from mailing address):	
Contact Person:	
Contact Telephone:	
Email:	

**Type of Organization:**

- Non-profit Organization
- First Nation
- School / School District
- Academic Institution
- Other: \_\_\_\_\_

**Brief Description of Organization and Services Provided [150 words maximum]:**

### Project Executive Summary

Please state the program name/title and provide a brief summary of the program to be funded including the outcomes intended in the following space. This information may be used in public communications and on the City's website **[150 words max.]**. *If you are applying for more than one program, a separate grant application is required for each program.*

## SECTION 2: PROJECT OVERVIEW

### Program Focus

Please indicate which of the following focus areas your program addresses (programs can cover more than one focus area). Please refer to the *Nanaimo Youth Resilience Strategy* for more information on the focus areas.

- Youth Safe Spaces\*
- Youth Outreach
- Connecting Youth to Land & Water through Snawaylth (teachings)
- Youth Mentoring Program
- Enhancing Existing Programs
- Media & Communications

\*Note that The City is working to identify two locations for safe youth gathering spaces. The Nanaimo Youth Resilience Grant may be used to fund programs in these spaces.

**Is this a new program for your organization or an existing one?**  New Program  
 Existing Program

If this is an existing program, please explain how it is being enhanced to meet Public Safety Canada requirements, and the risk factors (see *Grant Guidelines & Criteria*) **[150 words]**:

**Please describe in detail the program to be funded [500 words max.].**

Please include the following information:

- 1. Program objectives
- 2. Program description (including hours of operation, location, staffing model, etc.)
- 3. Youth population the program is intended for
- 4. Community partnerships (if any)
- 5. Sustainability planning for when program funds end (if applicable)

### SECTION 3: KEY ACTIVITIES

**What are the key activities to be implemented? Include anticipated program start date and end date [500 words max.].**

Example:

- *Use bullet points to list the distinct individual activities (with timelines).*
- *List as a step-by-step plan for implementing the program.*
  - *E.g. June 1 – 11, interview and hire mentors for youth participants*
  - *June 10 – July 10, screen potential participants based on select program criteria*

## SECTION 4 – ORGANIZATIONAL CAPACITY

**Describe how your organization is positioned to address the risk factors for children and youth as outlined in the Nanaimo Youth Resilience Strategy.** Describe any relevant experience your organization and/or staff have that is directly related to youth at risk, and the successful implementation of youth programs.

Include organizational structures in place to support the program; past programs/projects that are similar, experience working with children and youth at risk, program planning, community partnerships, staff training/qualifications, etc. **[300 words max.]**.

## SECTION 5 – PROGRAM BUDGET

**Please provide a detailed budget for the proposed program, outlining all eligible expenditures and revenue sources.** Funds under this grant program are available between October 1, 2023, and March 31, 2026. Programs do not need to run continuously but must occur between the funding timeline and start during the Fall/Winter 2023.

### **Funding Timeline:**

**Year 1:** October 1, 2023, to March 31, 2024

**Year 2:** April 1, 2024, to March 31, 2025

**Year 3:** April 1, 2025, to March 31, 2026

**A separate budget is needed for each year 1, 2, and 3, as shown in the grant application budget template.** Complete one spreadsheet for each year of the program.

**Please fill out the grant application budget template as follows:**

1. Each year is separated by colour-coded columns. Fill out the year's budget within the corresponding column.
2. Do not fill out any of the grey or coloured cells as they will automatically calculate the total expenses.
3. Do not use any dollar signs. They will populate as you fill out any budget cell.
4. Save the spreadsheet as an Excel workbook file (.xlsx) and send in with this application form.

**If your program does not receive all funds requested how will the program be impacted [150 words max.]?**

## **SECTION 6 – DECLARATION**

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

Yes

No

Pending Application:

Grant Type:

Amount Requested:

### **Program Reporting**

All applicants who receive Nanaimo Youth Resilience Grant funding must comply with the reporting timelines as set out by Public Safety Canada and the City of Nanaimo. Failure to meet reporting timelines may result in the rejection of new applications or the delay in releasing further funding.

**Signature and Declaration:**

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 Youth Resilience Grant that we give the City of Nanaimo (or third party appointed by the City) the right to review the program including all budget documents 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.*