



APPLICATION FOR OTHER GRANTS

REQUIRED INFORMATION, CRITERIA AND KIND OF FUNDING

The following **must be attached to this application for consideration of the Finance and Audit Committee:**

1. Copy of most recent Society Act Annual Report (Form 11)
2. Most recent Year-End Financial Statements
3. Year-to-Date Financial Statements
4. Current Year Budget (income and expenditure) or Year-to-Date Statements

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

Please return applications to the Finance and Audit Committee, c/o Jamie Slater, Finance Department, City of Nanaimo, 455 Wallace Street, Nanaimo, BC, V9R 5J6. If you require further information or have any questions regarding the application, please call Jamie Slater at 250-755-4413 or email: jamie.slater@nanaimo.ca.

Revised 2022-AUG-29

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CITY OF NANAIMO APPLICATION FOR GRANT OTHER GRANTS

ORGANIZATION:	DATE:	
ADDRESS:	PRESIDENT:	
	SENIOR STAFF MEMBER:	
TELEPHONE:	POSITION:	
FAX:	CONTACT:	
EMAIL:	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		
EXPENSES:	DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED:		
INCOME:	TOTAL GRANT REQUESTED:	
EXPENSES:		
SIGNATURE:	TITLE/POSITION:	DATE:
<p>NOTE: YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT), AS WELL AS THE MOST RECENT SOCIETY ACT ANNUAL REPORT (FORM 11).</p>		

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. What is the main purpose or mandate of your organization in this community?

2. Describe the programs and services provided by your organization 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. Are you planning to change or add to current programs and services in the future?

6. Describe the role of volunteers in your organization.

7. Describe who your clients are.

8. Where do your clients live?

9. Describe the needs of your clients.

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

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

12. Describe your organization's community support.

13. Describe the role of volunteers in your organization.

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

15. If you lease or rent out a part of your premises, note the amount of space rented (sq. ft.), total square feet of the premises, name of organization renting the space, and the annual rent received.

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

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

18. 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.

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

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

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?

23. List all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

24. In what ways would you recognize the City's support, should you receive an Other Grant?

25. Is there any other information about your organization that you would like to provide to support your application?

If you have any questions, call Jamie Slater at 250-755-4413.

“Freedom of Information and Protection of Privacy Act (FOIPPA) Information collected 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.”

Revised 2021-AUG-25

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