



# City of Nanaimo Neighbourhood Association Grant Program 2024 Grant Application Form (2024)

This is an application for the City of Nanaimo's Neighbourhood Association Grant Program. Before completing the application form, please refer to the **Neighbourhood Association Grant Program *Guidelines & Criteria***.

## How to Submit your Application

Submit completed application packages  
**by Tuesday, November 14, 2023 at 12pm.**

- **By Email:** [communityplanning@nanaimo.ca](mailto:communityplanning@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

NOTE: Late applications will not be reviewed.

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

## Grant Request Details

Year: \_\_\_\_\_ Applicant: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_ (Note: Maximum Amount = \$1,000)

## Grant Focus

Please indicate which of the following strategic priorities your grant request addresses:

- Organizational Capacity**
- Community Event**
- Both of the Above**

## Organization Details

Neighbourhood Association: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

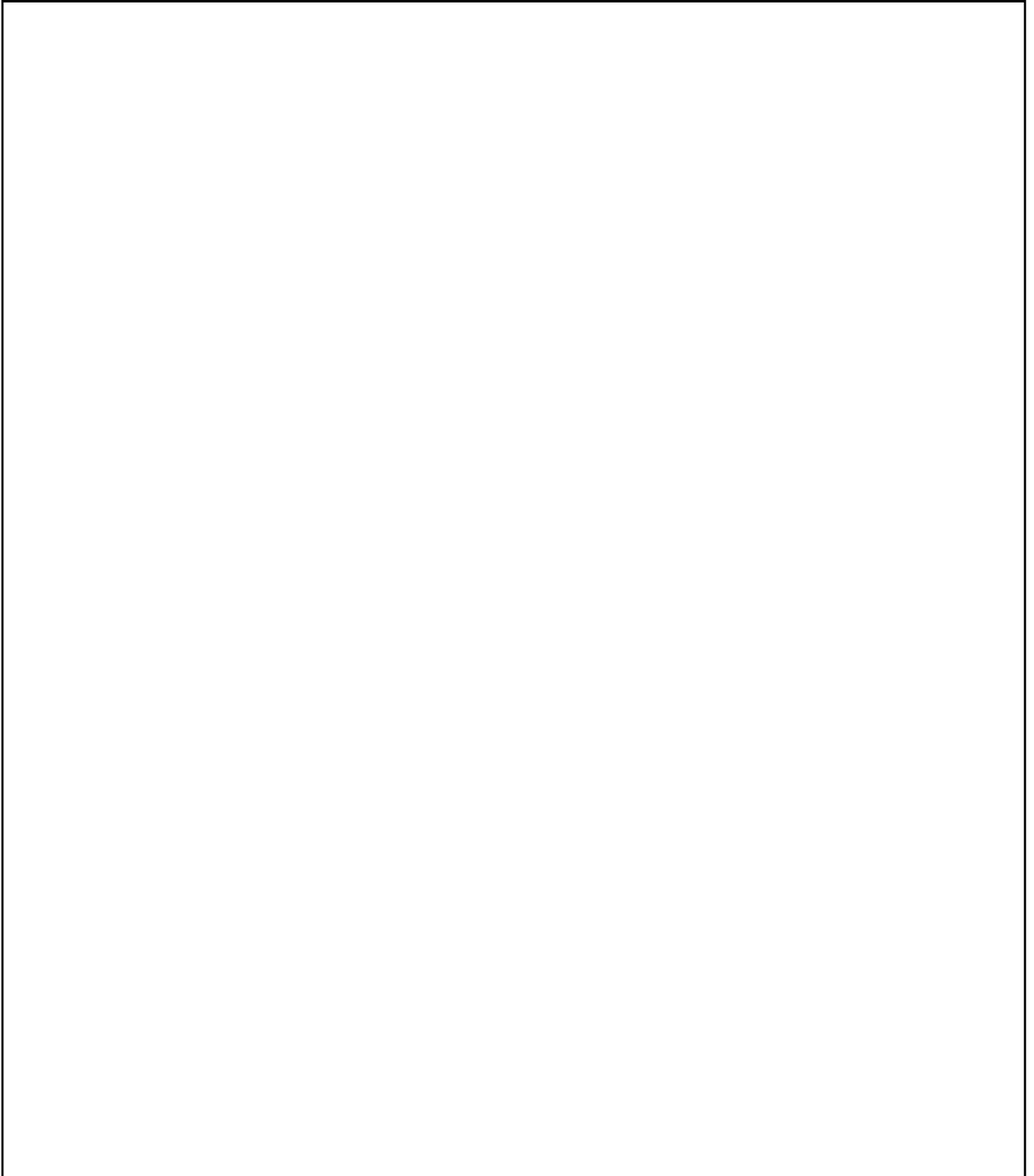
Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

### **Does the Association Meet the Following Organizational Criteria (see Neighbourhood Association Supports Policy)?**

- Have an elected executive that meets on a regular basis (at least once a year);
- Have a membership structure (not necessarily fee paying);
- Hold an annual general meeting, and provide a copy of the minutes to the City with updated membership numbers;
- Keep Minutes for executive and general membership meetings;
- Engage with its membership for input prior to responding to City development referrals, such as Official Community Plan (OCP) and rezoning applications; and
- Provide periodic updates to members related to the activities of the group.

**In the following box, please describe how grant funding will be used with respect to the neighbourhood association's operational needs and/or community events.**

A large, empty rectangular box with a thin black border, intended for the user to describe how grant funding will be used for operational needs and community events.

## Other Applications

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

Yes

No

Pending Application: Grant Type: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

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

Grant Type: \_\_\_\_\_ Amount Granted: \$ \_\_\_\_\_

Grant Type: \_\_\_\_\_ Amount Granted: \$ \_\_\_\_\_

## 2023 Neighbourhood Association Grants – Year End Funding Report

If your association received previous grant funding, please provide an itemized summary of actual money spent for both operational and event activities, and where relevant, please attach copies of applicable receipts/invoices.

If grant money has not yet been expended, but will be before the end of the year, please indicate this within the report summary.

In addition, we are also interested in any observations you can provide on outcomes related to the operational cost or community event to which funding was applied. For example, was the organizational capacity of the association increased? Did the event help build community identity and cohesion? If related to an event, please share any promotional materials produced, number of volunteer hours committed, attendance numbers, or photos taken. Are there any other thoughts or observations you wish to share with the City?

If there is a balance remaining from the grant which will not be spent prior to the end of the year, a grant refund should be made out to the "City of Nanaimo" and sent c/o Community Planning, City of Nanaimo, 455 Wallace Street, Nanaimo, BC, V9R - 5J6 or included with this application if dropped off in person.

## 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 Association's Executive 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 Neighbourhood Association 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.