

# Bowen Island Municipality

## Municipal Grant Application for Specific Projects/Services/Events/Programs

Community Grant for amounts over \$2,000

Grant-In-Aid for amounts up to \$2,000

Application Date .....

Only applications that are completed legibly and in full will be accepted.

The deadline for Community Grants is October 31<sup>st</sup>.

The deadline for Grants-In-Aid is March 31<sup>st</sup> and August 31<sup>st</sup>.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

If your grant request is for \$2,000 or less, it may be considered for a Grant-in-Aid.

If your grant request is for \$500 or less and has a recreation element, please consider making an application directly to the Bowen Island Parks and Recreation Commission.

If you have any questions, contact the Bowen Island Municipal Treasurer at 604-947-4255.

### A. Applicant

Name of Organization/Group .....

Mailing Address .....

.....Organization Telephone .....

Contact Person & Title .....Telephone .....

Fax ..... Email .....

Registered Society in good standing?  Yes  No

BC Society Number ..... Date of Registration .....

### B. Project Request

Amount Requested

\$.....

Most Recent Municipal Grant Received

\$.....Year.....

**C. Project Title and Description (Summary – max. 5 lines) (Please attach additional information if required)**

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1. Describe the project/service/event’s target population (age, sex, disability, visitor to Bowen Island, etc.)

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2. Project Goals (specific measurable statements of what will be achieved through the project):

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3. Approximately how many individuals will be served by the project/service/event.

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4. What community need or issue is this project/service/program responding to?

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5. Are there project/services/events of a similar nature being offered on Bowen?

Yes  No

If yes, how will your proposal complement, enhance or differ from the existing?

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6. Describe any partners involved in the project/service/event. What are their roles?  
(agencies, individuals, funders, etc.)

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**D. Accountability**

1. Describe how you will evaluate the effectiveness of the project/service/event.  
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2. If you received a municipal community grant for a project/service/event in the previous year, provide an evaluation of the effectiveness of the activity, (including financial results) if you have not already done so.

**E. Financial Information**

1. Attach your most recent (audited if available) financial statement.
2. Provide current fiscal year projected budget for your organization.
1. Provide a detailed budget, including financial contributions and applications from sources other than the municipality, for the project/service/event. Indicate the value and type of any 'in kind' contributions.

**F. Application Information**

1. Briefly describe your organization's objectives.  
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2. Briefly describe the services your organization provides.  
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3. Does your organization use volunteers?  Yes  No

**If yes, please provide the following: Number of volunteers ..... Board members .....**

**If no, please explain why not:**

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4. If applicable, what is your total membership (i.e. paid memberships)? .....

5. Describe what actions your organization is taking to enable or increase access to your service for people with disabilities.

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6. If you received a municipal grant last year how was it publicized?

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We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant we agree to the conditions set out below and to any other conditions approved by Council.

(Signature of two Signing Officers for the Board.)

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS:**

1. In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.
2. If there are any changes in the funding of the project from that contemplated in the application the municipality will be notified of such changes through the Municipal Treasurer.
3. The applicant will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program.
5. The applicant will make available for inspection by the municipality or its auditors all records and books of accounts of the applicant upon request from the municipality.
6. If the project or program proposed in application is not commenced, or not completed, and there remain municipal funds on hand; or the project or program is completed without requiring the full use of the municipal funds; or Council directs that the funds be returned; such funds will be returned to the municipality through the Municipal Treasurer.
7. The project or program may not be represented as a municipal project or program, and the applicant does not have the authority to hold itself out as an agency of the municipality in any way, the only relationship being that the municipality has approved and granted financial assistance to the applicant.

**CHECK LIST**

Have you provided:

- A fully completed application.
- Your most recent financial statement (audited if available). (E.1)
- Budget for the current Fiscal Year. (E.2)
- Project/service/program budget relative to this application. (E.3)
- Narrative & financial report relative to municipal grant received most recently. (D.2)