

**GUIDELINES**

**SUBMISSION DEADLINE:  
SEPTEMBER 15<sup>TH</sup> OF EACH YEAR**

All applications for a City of Duncan Grant-In-Aid must adhere to the following guidelines:

**Programs/Activities/Events MUST:**

- strengthen and enhance the well-being of our community;
- be of benefit to the City of Duncan and its residents;
- promote volunteering;
- address community needs;
- improve the community's ability to identify needs and to implement self-help programs;
- promote cultural, recreational, and social understanding;
- be well publicized in the community; and
- be sponsored by a local not-for-profit organization.

**Programs/Activities/Events MUST NOT:**

- offer direct financial assistance to individuals or families;
- duplicate services that fall within the mandate of either a senior government agency or a local agency, except where there is an established need; or
- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.

**Preference may be given to applications that:**

- are NOT ongoing (from year to year);
- partner with other service providers in the community; and/or
- request seed money to launch a program/activity/event.

The successful receipt of a Grant-In-Aid does not automatically guarantee funding in subsequent years. Grants are intended to indicate the City's support and encouragement of venture, and should not be expected to substantially fund any undertaking.

In accepting a grant, the organization agrees to provide the City with an accounting of how funds were used, within 90 days of completion of the program/activity/event. The City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

**Please note: Funds for approved grant applications will be dispersed to the organization in February of the following year.**

**A budget and financial statement must accompany this application.  
Individuals are not eligible for any funding from the City.**

Please complete all the blank spaces and give as much detail as possible. This will assist City Council in making an accurate and responsible assessment of your needs. If there is relevant information about your organization or request not covered by the questions in this application, please attach additional page(s). If you have questions, please contact the Director of Finance at 250-746-6126.



# GRANT-IN-AID Application

## ORGANIZATION DETAILS

Name of Organization:

Purpose of Organization:

Phone:

Email:

Mailing Address:

City:

Postal Code:

Proof of registration as a society or a letter of support from an umbrella organization, related organization, supporting agency, or group attached:

Yes  No, if no please explain:

## CONTACT INFORMATION

Organization Chairperson:

Email Address:

Phone (Work):

Phone (Cell):

Organization Financial Officer:

Email Address:

Phone (Work):

Phone (Cell):

## GRANT-IN-AID REQUEST

Amount of Grant Requested:

Proposed Use of Grant:

This is a:

New Program

Existing Program

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

**OFFICE USE ONLY:**

Date Received:

Fees Paid:

File No.:

### SUPPORT FROM OTHER FUNDING ORGANIZATIONS

Many activities and events in the City include residents from outside the City boundaries. Your organization is expected to make applications to the Municipality, Regional District, or First Nation from where your organization expects substantial participation or where most of your members reside.

List other agencies/organizations, and in particular, other local governments, who's financial or in-kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request

### GRANT-IN-AID APPLICATION DETAILS

Application for a:      Seed Grant

---

Special Grant

---

Special Capital Expenditure

---

Transfer of Funds to Another Organization

---

Other

If other, explain:

---



---

How does your proposed program/activity/event promote cultural, recreational, social, sports, children, family, and other services in the community? How does this benefit the citizens of Duncan?

---



---



---

A detailed budget for the program/activity/event (including revenues and expenses) is attached to this application (required):

Yes     No    If no, please explain:

A copy of the organization's most recent financial statements for the program/activity/event and for the organization as a whole is attached to this application (required):

Yes     No    If no, please explain:

Is this your first grant application to the City of Duncan?

Yes     No    If no, please list all grants received in the past four years from the City:

Year:	Year:	Year:	Year:
Amount:	Amount:	Amount:	Amount:

If your organization received a City grant last year, what were the grant funds used for?

---



---



# GRANT-IN-AID Application

Did your organization receive a grant from any other Municipality last year?  Yes  No

If your organization received a grant from another Municipality last year, please provide the details of the purpose and amount:

In the past year, how many persons has your organization served?

How long has your organization been in existence in the community?

Is your organization voluntary and non-profit?

What is your main source of income?

Does your organization receive any benefit from property tax exemption, other exemptions, or subsidies provided by the City?

Yes  No If yes, please describe what benefit and for how many years:

Are all of the Board members/directors volunteers?

Yes  No If no, please state amounts paid to each:

Position	Amount Paid

Report the number of volunteers presently in your organization:

Estimate the number of unpaid volunteer hours worked in the past year:

Any other information you may want to add in support of your application?

Grant applications are considered by Council in October each year. Funds for approved grants are dispersed by the end of February of the following year.

## **ACKNOWLEDGMENT & SIGNATURE**

I confirm that the information included in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit applications to: City of Duncan  
200 Craig Street  
Duncan, BC V9L 1W3  
Attention: Director of Finance  
or email: [finance@duncan.ca](mailto:finance@duncan.ca)