

GUIDELINES

All applications for a City of Duncan COVID-19 Grant-In-Aid must adhere to the following guidelines:

Applicants Must:

- be an organization, not an individual;
- have an office in the Cowichan Valley.

Programs/Activities/Events MUST:

- support businesses and/or residents through the COVID-19 or establish recovery programs post COVID-19 pandemic; and
- demonstrate that the organization has exhausted other potential options for funding from local, provincial, and federal sources; and
- be substantially focused on City businesses and/or residents.

Programs/Activities/Events MUST NOT:

- closely 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.
- use funds to pay existing staff members' salaries.

Preference may be given to applications that:

- are able to show actual or likely matching funding or grants options;
- strengthen and build resilience in the local economy;
- partner with other service providers in the community;
- request seed money to launch a program/activity/event.

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

Unless the grant amount is small (\$1000), grant funds will be dispersed as follows:

- 40% upon approval of the grant by Council
- 40% upon receipt of an approved mid project report to Council (progress and detailed breakdown of expenditures)
- 20% upon receipt of an approved end of project report to Council (progress and detailed breakdown of expenditures)

Reports to Council are to consist of a free form 2 page status update letter, and a 1 page financial report, including detailed breakdown of expenditures. Failure to meet reporting deadlines may result in forfeiture of the grant amounts.

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 mid project report date:

Proposed final project report date:

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 or phone: 250-746-6126.



GRANT-IN-AID Application

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

How does your proposed program/activity/event support businesses and/or individuals through the COVID-19 pandemic or establish recovery programs post COVID-19 pandemic?

How is the proposed program/activity/event substantially focused on City businesses and/or residents?

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 is attached to this application (required):

Yes No If no, please explain:

A copy of the organization's most recent financial statements 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

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

Grant applications are considered by Council soon after being received.

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: Attention: Director of Finance
or email: bernice@duncan.ca

OFFICE USE ONLY: **Date Received:** **File No.**