

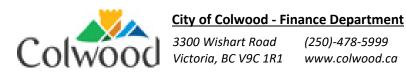
City of Colwood - Finance Department

3300 Wishart Road (250)-478-5999 Victoria, BC V9C 1R1 www.colwood.ca

GRANTS-IN-AID PROGRAM APPLICATION

APPLICATION DEADLINE: November 15, 2017

NAME OF ORGANIZATION:	GRANT AMOUNT REQUESTED:			
ORGANIZATION ADDRESS:				
CONTACT PERSON NAME:	EMAIL ADDRESS:			
CONTACT PERSON TITLE:				
WEBSITE:	PHONE:			
Please review the eligibility criteria and policy excerpt located on pages 3 and 4 of this form. Is the applicant organization eligible to apply?	YES		NO	
If "YES" was answered above please proceed to answer the following questions.				
Is the applicant organization a registered non-profit society in BC?	YES		NO	
Society or charity registration number:	#:			
Does the applicant organization provide a social enrichment service locally?	YES		NO	
Does the organization benefit from a permissive tax exemption?	YES		NO	
Have you applied for a grant from the City of Colwood in prior years?	YES		NO	
Have you received a grant from the City of Colwood in prior years?	YES		NO	
Amount of last grant received from the City:	\$			
GENERAL INFORMATION				
Organizational Mandate:				
Grant Purpose:				



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ADDITIONAL INFORMATION			
Benefit to Colwood How would the r	equested grant enhance the aspects of qua	ılity of life for resident	s in the City?
Volunteer and Citizen Participation	Describe the number of participants an	nd the nature of their	involvement.
Funding Decision	Use this area to describe the impact o	f receiving funding or	non-funding.
PROJECT INFORMATION		Complete this area	if applicable.
Project Dates:			
Project Location:			
Project Description and Purpose:			
Project Cost Overview:	Please provide o	estimates of relevant _l	oroject costs.
Include total cost of project, portion of total	Total cost	\$	100%
cost allocated to staffing, and amount of total cost funded by the applicant organization.	Administrative cost	\$	%
	Applicant organization contribution	\$	%



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ELIGIBILITY CRITERIA

- No grant request will be forwarded for consideration if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not complied with. Application must be submitted no later than November 15 of the year prior to the project year.
- Preference will be given to applications from organizations based in Colwood followed by those that provide a
 direct service to Colwood residents.
- No retroactive funding applications will be considered.
- No grant request will be forwarded for consideration unless all applicable information has been provided and staff has confirmed completion of the grant application.
- City grants cannot be used by the receiving organization to issue grants to another entity/individual.
- Any direct or indirect benefit from a permissive tax exemption must be declared in the application.

OOCUMENT CHECKLIST Attach the following required documentation:							
☐ Organization's current year budget	☐ Organizational chart (if applicable)						
☐ Organization's latest annual financial statements	 Project details including location, attendance, expense and revenue estimates (if applicable) 						
☐ Organization's annual report (if applicable)							
By signing below I certify that I possess signing authority for the applicant organization and that the information enclosed in this application is complete and accurate to the best of my knowledge and ability. Signature: Date:							
Signature.	Date.						

Please submit your organization's completed application to:

Deputy Director of Finance City of Colwood 3300 Wishart Road, Victoria, BC V9C 1R1 Telephone: 250-478-5999 Fax: 250-478-7516

Email: finance@colwood.ca

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POLICY EXCERPT - (GRA 001)

- 1. The City of Colwood may make financial assistance available to organizations providing services of a social assistance nature to citizens of Colwood providing:
 - a. A financial statement of the organizations is presented;
 - b. A budget prepared by the organization making the application showing the proposed expenditure and funding sources;
- 2. Preference will be given to those organizations serving the City of Colwood;
- 3. That the City may provide limited grants to those community initiatives that directly better the social, economic and environmental fabric of the City;
- 4. Sports organizations do not qualify for such assistance.
- 5. Application Deadline: November 15 of the year preceding the year funding is being requested.
- 6. The Director of Finance will present a summary report of the applications to *Committee of the Whole* and notify each organization of the date and time so that applicants can attend and provide a verbal presentation if desired.

ASSESSMENT PROCESS

- Applications will be reviewed by staff, ensuring completeness of each application. Review and approval or denial of completed applications will be included in the annual budget process.
- Applications will be considered in a public meeting with members of Council and Finance staff in attendance.
 The merits of applications will be carefully considered with recommendations being forwarded to Committee of the Whole for consideration.
- There is no appeal on the decision of the Committee of the Whole regarding an application that is not supported.

Applications received that are incomplete, do not meet the criteria, or are submitted after the deadline will not be considered. Please ensure all requested information is provided with the application prior to submission.