



CITY OF PRINCE RUPERT
Administration
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0934 **Fax:** (250) 627 0999

CITY OF PRINCE RUPERT COMMUNITY ENHANCEMENT GRANT APPLICATION GUIDELINES

City of Prince Rupert Community Enhancement Grant application forms are available from the Administration Department at City Hall or on our website www.princerupert.ca. Please read these instructions before completing the application form.

Instructions

1. Complete the application form and send the **original application** to the **Administration Department** at City Hall by the stated deadline.

Note: Late submissions will not be considered.

2. Please ensure your application includes the following documents:
 - A list of your organization's Board of Directors, Officers and Executive Directors;
 - Your organization's audited financial statements for the most recent completed fiscal year;
 - If audited financial statements are not available, submit the financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors; and
 - Your organization's current fiscal year operating budget.
3. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
4. Please keep promotional support documents to a minimum.
5. If you have general questions regarding your application, please contact Candice Campbell, Administration Department at 250-627-0934.
6. Return completed City of Prince Rupert Grant Applications and enclosures by **Friday, September 15th, 2017** to:

City of Prince Rupert
Administration
Attn: Candice Campbell
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

7. Upon receipt of your application, a member of City Staff may contact you to go over the details of your application.
8. Decisions regarding funding allocations from the City of Prince Rupert Budget for Community Enhancement Grants are the responsibility of Prince Rupert City Council.
9. Following Council approval of the Community Enhancement Grant Budget, each applicant will receive written notification of Council's decision pertaining to their application. The budgetary approval process may take three to five months.

City of Prince Rupert Community Enhancement Grants Policy

General Principles

The City of Prince Rupert supports the enhancement of a positive quality of life for all its residents, and Prince Rupert City Council has recognized that one means of helping to achieve this goal is through an annual Community Enhancement Grants program.

PROGRAMS/ACTIVITIES/EVENTS MUST:

- strengthen and enhance the well-being of our community;
- be of benefit to the City of Prince Rupert 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; and,
- 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:

- partner with other service providers in the Community;
- request seed money in order to launch a program/activity/event, rather than requesting ongoing financial support;
- demonstrate wide based community support;
- promote volunteer support; and,
- have minimal or no paid staff.

The successful recipient of a Community Enhancement Grant 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 within 90 days of completion of the activity/event/program with an accounting of how funds were used. And further, the City should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Some Helpful Information on Grant types:

Seed Grants

- Start up (seed) grant funding for not for profit and/or volunteer organizations to develop projects of benefit to the City of Prince Rupert and its residents which would demonstrate value through community pride. Seed grants are not for funding of existing programs.

Projects

One-Time-Only projects, which respond to:

- Health, social and cultural needs within Prince Rupert;
- Have a specific set of goals and objectives; and,
- Have a defined start and finish date.

Programs and Services

Ongoing programs and services which:

- Contribute to the health, social and cultural well-being of Prince Rupert residents; or,
- Contribute to the general interest and advantage of the City.

Events (Community Promotion)

Events that have the following 3 characteristics:

- Enhance and contribute to the cultural life of Prince Rupert, which promote community involvement and spirit;
- Have a defined start and finish date (but may also be held annually); and,
- Promote Prince Rupert outside the City.

Community Enhancement Grant Review Consideration

Council may, at its discretion, award grants to groups which offer a service deemed by Council to be of value to the City, or to a community group whose mandate is to function for the good of the City and its residents.



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CITY OF PRINCE RUPERT COMMUNITY ENHANCEMENT GRANT **APPLICATION FORM**

Complete this application form and return the original by **Friday, September 15th, 2017** to Candice Campbell, Administration, Administration Department, Prince Rupert City Hall, 424 3rd Avenue West, Prince Rupert, BC V8J 1L7.

1. Identification of Applicant/Organization (must be completed):

Name of Applicant/Organization:	
Have the organization ever applied for a City Grant under any other name:	
Mailing Address: (Street, City, Postal Code)	Phone:
	Fax:
	Contact Person:
	Contact Phone:
	Email:

2. If this is a first –time request, attach a history and objectives of the organization (use a separate sheet if necessary):

3. Board of Directors – List names, positions and addresses of all the Board Members and Officers:

4. Grant Information:

a) Amount of City Grant Request: \$_____

b) Grant request is for: (check all applicable)

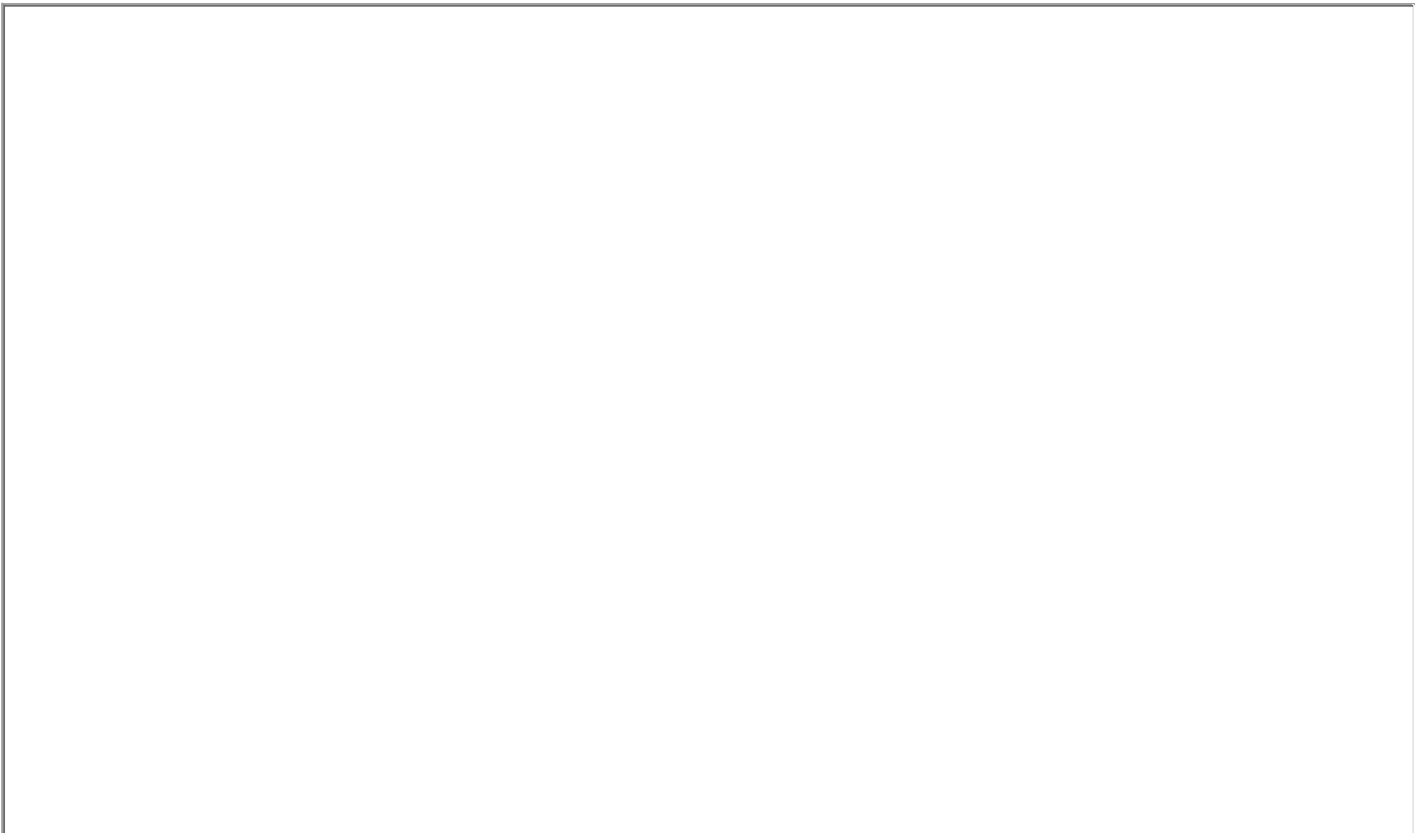
- Seed Grant
- Special Grants (i.e. projects, capital)
- Services in Kind
- Other

A. Please describe how your organization will use this grant to strengthen and enhance the well-being of our community:

B. Please describe how your organization will use this grant to benefit the City of Prince Rupert and its residents:

A large, empty rectangular box with a thin black border, intended for the applicant to describe how the grant will be used to benefit the City of Prince Rupert and its residents.

C. Please describe how your organization will use this grant to promote volunteering:

A large, empty rectangular box with a thin black border, intended for the applicant to describe how the grant will be used to promote volunteering.

D. Please describe how your organization will use this grant to address community needs:

E. Please describe how your organization will use this grant to improve the community's ability to identify needs and to implement self-help programs:

F. Please describe how your organization will use this grant to promote cultural, recreational and social understanding:

G. Please describe how your organization will ensure that its activities and opportunities for inclusion will be well publicized in the community:

H. Describe the unique nature and value of your Grant in Aid request in comparison to projects/programs or a similar nature in the community (use a separate sheet if necessary):

I. Name any other Prince Rupert organizations that you collaborate with to ensure the success of your project/program (use a separate sheet if necessary):

J. How will your organization measure and evaluate the community benefit of your project/program? Describe in detail (use a separate sheet if necessary):

Financial Overview of the Organization

Please attach the following information:

- a) The Financial Statements for the most recently completed fiscal year, including an Income Statement and Balance Sheet; and,
- b) The current year fiscal budget including a projected statement of expenses and revenues.

1. If the organization received a Grant in Aid last year, please detail specifically how the grant monies were spent. Please indicate if there was a surplus from the Grant money (use a separate sheet if necessary):

2. Please describe the impact to your organization if Grant in Aid funding is not received (use a separate sheet if necessary):

2. Itemize any form of subsidy or benefits from exemptions that your organization already receives from the City of Prince Rupert (ie use of a City Facility, subsidized rents, property tax relief, utility fees relief (water and/or sewer):

4. If your organization received grants from other sources last year, please list the sources and amounts received together with the specific details of what was accomplished with each of the grants (use a separate sheet if necessary):

5. Is your organization applying for funding from other sources this year? List sources and amounts requested (use a separate sheet if necessary):

6. Staffing

How Many

Avg Hrs/Week

Full – Time Employees:

Part – Time Employees:

Volunteers (excluding Board Members):

7. Do you have any other information you want to add in support of this application?

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

Signature of Applicant

Print Name