



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 current 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 Heather MacRae, Administration Department at 250-627-0937.
6. Return completed City of Prince Rupert Grant Applications and enclosures by **Friday, August 28th, 2026** to:

City of Prince Rupert
Administration
424 3rd Avenue West
Prince Rupert, BC V8J 1L7
cityhall@princerupert.ca

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 that 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.