

### **Eligibility**

Any non-profit or charitable community organization, to which the giving of a **Recreation Arts and Culture Grant** will benefit the general community.

Grants shall be considered on a year-to-year basis and continuing support should not be anticipated.

### **Application**

The form, application for Recreation Arts and Culture Grant, should be completed in full and all community organizations are encouraged to submit the form. In addition, the following information is recommended.

- Copy of current year-to-date and the immediately preceding year's financial statements;
- If available, the most recent annual report.

Forward the application form and supporting documentation to the Comox Valley Regional District (CVRD) offices via email to [communityservices@comoxvalleyrd.ca](mailto:communityservices@comoxvalleyrd.ca), or by mail to the address on the application by **March 1**.

Applications received after March 1 may be considered on a case by case basis and pending funding is available.

Recreation Arts and Culture Grant requests are usually considered by the Board of Directors in conjunction with the establishment of the current year's budget. At this time Grants specific to arts and culture are funded by electoral rural areas only and grants specific to recreation are funded by both electoral areas and municipalities.

### **The Process**

All requests for Recreation Arts and Culture Grants must be approved by resolution of the CVRD Board.

All organizations requesting a Recreation Arts and Culture Grant shall receive a letter acknowledging the request and advising of the outcome of their request.

### **Criteria**

- The Recreation Arts and Culture Grant is within the current year's budgeted allocation;
- The grant does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- Grants should not be used to augment tax funded functions, i.e.: volunteer fire departments, community halls, etc when the grant request is for a service or item that is included in the establishment bylaw for that specific local service area;

- Recreation Arts and Culture Grant must not be provided to an “industrial, commercial or business undertaking”;
- A demonstrated need for the service/project within the community and the financial need of the organization is essential;

### **Release of Funds**

As annual funding through taxation is not received from the Province of BC's Surveyor of Taxes until August 1<sup>st</sup> each year, the release of grant approvals to local community organizations shall be as follows:

The finance department after August 1<sup>st</sup> shall issue payments of a Recreation Arts and Culture Grant, unless the resolution approving the Recreation Arts and Culture Grant includes a request for immediate payment.

## Application Form Recreation Arts and Culture Grant

DATE: \_\_\_\_\_

1. Name of Organization: \_\_\_\_\_  
Society # (if applicable) \_\_\_\_\_ Email Address: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code \_\_\_\_\_ Telephone No: \_\_\_\_\_
3. Purpose of Organization: \_\_\_\_\_
4. If applicable, does your organization own any facilities/property related to the grant request?  

YES                      NO

 If yes, please give the address/description of the property:  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Executives of Your Organization;  
 President/Chairperson: \_\_\_\_\_  
 Vice President/Vice Chairperson: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_
6. Current Membership: \_\_\_\_\_ # of Meetings per year: \_\_\_\_\_
7. Please describe the public programs and activities that your organization provided in the last year (with dates):
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_
  - (iii) \_\_\_\_\_
  - (iv) \_\_\_\_\_
  - (v) \_\_\_\_\_
  - (vi) \_\_\_\_\_



Project Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

3. Has your organization applied to other municipalities or senior governments for similar requests?                      YES                      NO
4. Would you consider this event more of recreation event or arts and culture event? \_\_\_\_\_
5. **Please include with your application, copies of the following:**  
    Budget for the year in which the grant is being requested;  
    Year to date and the immediately preceding years' financial statements recommended;  
    If available, the most recent annual report is recommended.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**QUESTIONS?      Call 250-334-6000 or Email [communityservices@comoxvalleyrd.ca](mailto:communityservices@comoxvalleyrd.ca)**