

Rural Community Hall Grants

Grant application questions

Please review these questions and prepare your answers before you begin the online application form. The online form cannot be partially completed, saved, and completed later. You must complete and submit your application in one session. Applications must be submitted through the online form. We cannot accept applications by email.

For questions about the grant program, email grants@comoxvalleyrd.ca. This helps ensure your message reaches the right department.

Questions

1. Organization Background Information

- a. Organization Name
- b. Society's Legal Name for Accepting Grant Payment
- c. Former name or other names used by the organization
- d. Society Registration Number
- e. Organization Phone or Contact Person Phone Number
- f. Organization Email
- g. Mailing Address
- h. Primary Contact Person & Position with Organization
- i. List of Board of Directors (Names and Titles)
- j. Organization Purpose
- k. Describe the public programs and activities that your organization provided in the last year, including dates **for major events**
- l. Which communities does your organization provide services to? (check all that apply)
 - ☐ Area A - Baynes Sound (Royston, Union Bay, Fanny Bay)
 - ☐ Area B - Lazo North
 - ☐ Area B - Puntledge Black Creek
 - ☐ Denman Island
 - ☐ Hornby Island
 - ☐ City of Courtenay
 - ☐ Town of Comox

- ☐ Village of Cumberland
- ☐ Other

2. Operational & Capital Project Information

a. Operations:

- i. What operational costs will be funded using the grant?

b. Capital:

- i. Name of the 2027 capital project that you are requesting a grant for.
- ii. Describe the capital project that is being proposed.
- iii. Describe why the funding is a priority for your organization and community.
- iv. Describe the timeline and action plan to complete the capital project.

3. Financial Information

a. Operational Costs

- i. Total Annual Operational Costs
- ii. Total Amount of Funds requested from the CVRD to support operational costs
- iii. What other sources of funding do you have to support your operations?

b. Capital Costs

- i. Total 2027 Capital Costs
- ii. Total Amount of Funds requested from the CVRD to support capital costs
- iii. What other sources of funding do you have to support your capital projects?

Funding from the CVRD CANNOT be used for any of the following

- Personal equipment
- Individual membership fees
- Volunteer/director stipends or honorariums
- Travel (other than local Denman/Hornby Island ferry costs)

- Augmentation of existing CVRD tax-funded services

☐ Check here to certify that, if successful, CVRD funding will not be used for any items listed above

- c. If your organization received funding from the CVRD in the past, what did you complete with that funding?

4. Strategic Drivers

- a. Which of the CVRD's Strategic Drivers does your project support? (check all that apply)

☐ **Fiscal Responsibility:** Careful management of services and assets is essential to providing affordable and reliable services to citizens and businesses in the Comox Valley Regional District.

☐ **Climate Crisis and Environmental Stewardship and Protection:** We are committed to reducing our impact on the environment and accelerating our actions to adapt and respond to climate change impacts.

☐ **Community Partnerships:** The social fabric of our communities and the health and wellbeing of citizens depend on solid and sustainable community partnerships. Collaboration and support are ever present in guiding our service delivery.

☐ **Indigenous Relations:** We are committed to reconciliation and relationship building with Indigenous Peoples and specifically K'ómoks First Nation.

☐ **Accessibility, Diversity, Equity, and Inclusion:** We are committed to ensuring all community members have access to services and feel they belong to our regional community

- b. Describe how your project ties into the CVRD's strategic drivers above.

5. Documents

The following documents MUST be uploaded with your application:

Each file must not exceed 32 MB.

- a. Budget for the year in which the grant is being requested
- b. Year to date and the immediately preceding years' financial statements

c. 5 year capital budget

d. BC *Societies Act* annual report (registry report)

The following documents are recommended:

e. Organization chart

f. Most recent annual report

☐ Click box if your organization **DID NOT** receive any funds from the CVRD in the last 18 months. You may proceed to the end of the application.

The next section is only required for applicants who have received funding from the CVRD in the last 18 months.

6. Final/Interim Grant Report Form

Organizations that received grant funds for capital projects from the Comox Valley Regional District in the previous 18 months must complete the online final/interim report form and upload:

- the budget to actual cost reconciliation related to the grant-funded project/event (receipts not required), and
- pictures of the project

This report is a: (check one)

☐ Final report - the project is complete

☐ Interim report - the project is NOT complete (in-progress or not started)

- a. What did your organization receive grant funds for (name and short description of project)?
- b. What was accomplished or completed to date with the grant funds?
- c. If your project is not complete, when do you expect to complete all aspects of the outstanding project?
- d. Please describe how the CVRD has or will be acknowledged for the grant funding?

If your project/event is complete, the following documents MUST be uploaded with your application:

- e. Budget-to-actual reconciliation showing use of grant funds (receipts not required)
- f. Photos - Upload up to three (3) photos

7. Confirmation of Application

☐ I confirm that the grant funds will be used exclusively for the project or event outlined in our application.

☐ I confirm that I am authorized to submit the grant application on behalf of the organization.

☐ I acknowledge that my personal information will be collected for the purpose of evaluating grant applications and distributing funds to successful applicants.

Submitted grant applications may be published on CVRD public agendas or the website. Personal phone numbers and addresses will be redacted to maintain privacy; however, the names of administrators or society directors may be published. If you have any questions about the collection of this personal information, please contact the CVRD's privacy office at

privacy@comoxvalleyrd.ca or 250-334-6070. This information is being collected and used by the Comox Valley Regional District under section 26 (c) of the *Freedom of Information and Protection of Privacy Act*.