



GRANTS IN AID APPLICATION FORM

SUBMIT TO: City of West Kelowna
3731 Old Okanagan Highway,
West Kelowna, BC V4T 0G7
Email: info@westkelownacity.ca

SUBMISSION DEADLINE: October 31

GUIDELINES

All applications for a City of West Kelowna grant must adhere to the following guidelines:

Program/Activities/Events MUST demonstrate:

- In what ways they strengthen and enhance the well-being of our community;
- How they are of benefit to the City of West Kelowna and its residents;
- The ways in which they promote volunteerism;
- How they address community needs; and,
- In what ways they promote cultural, recreational and/or social understanding.

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 or local agency, except where there is a demonstrable need;
- Be for any other form or section of a taxing authority or local government, such as
 - School Districts, Regional Districts, Hospital Districts, etc.; nor,
- Be for accumulated deficits or funding shortfalls of any organization; financial assistance consideration is based solely on budget revenues and expenditures in the year for which the assistance is requested

Preference may be given to applications that:

- Improve the community's ability to identify needs and to implement self-help programs;
- 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;
- Be well publicized in the community;
- Be sponsored by a local not-for-profit organization; and
- Are in line with Council's Strategic Priorities

The provision of a Grant in Aid does not guarantee funding in subsequent years. Grants show the City's support and encouragement of a venture but 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. The City should be acknowledged as a sponsor of the organization's programs, activities or events in all published materials and advertising.

GRANTS IN AID APPLICATION FORM

A budget and financial statement must accompany this application. Individuals are not eligible for any funding from the City.

Please complete the form in full, providing as much detail as possible, to assist Council in making an accurate and responsible assessment of your needs. If relevant information about your organization or request is not covered by the questions in this application, please include an attachment page(s). If you have questions, please contact the City at (778) 797-8855.

Name of organization:

Purpose of organization:

Street address, include postal code if this is also the mailing address:

Mailing address, if different from street address:

Email address:

Organization chairperson's name or person responsible:

Telephone (work):

Telephone (cell):

Email:

Requested Information:

1. Which category applies best to your application?
(select one; see Council's Grant In Aid Policy for definitions)

- Community Project
- A Corporate Grant
- In-Kind Contribution
- Special Events
- Community Events

2. **Amount of grant funding being requested:**

3. Please describe the purpose for which a grant is being requested.

4. How does your proposed program/activity/event promote cultural, recreational, social, sports, children and family, and/or service values in the community? How does this benefit the citizens of the City of West Kelowna? Does the program/activity/event align with Council's current Strategic Priorities?

5. Has a budget for the program/activity/event been attached to this application?

Yes

No

If no, please explain why.

6. List other agencies/organizations whose support has been requested for this event/project, if applicable.

Name of Organization	Amount Requested	Status of Request

7. Is this your first grant application to the City of West Kelowna?

Yes

No

If no, please list any grants received from the City of West Kelowna in the past four years.

Year	Amount Requested	Amount Received

8. If a grant was awarded last year, what were the specific benefits to your organization and the community?

9. If your agency is applying for matching funding from other governments, organizations or sources, are those grants contingent upon receipt of a City grant?

Yes

No

10. Does your organization receive any form of subsidy from the City? If so, how much do you receive and for how long?

Amount of Estimated Subsidy	Length of Time

11. Does your organization receive any benefit from exemptions provided by the City?

Yes

No

If yes, please indicate the amounts exempted in the past year.

Property Taxes	\$
Other	\$

12. How many years have these exemptions been in effect?

Property Taxes	Year(s)
Other	Year(s)

13. How many people has your organization served in the past year?

14. How long has your organization been in existence in the City of West Kelowna?

15. Is your organization non-profit and volunteer-driven?

16. From what source is your main income provided?

17. Are all of your board members and/or directors volunteers?

Yes

No

If no, please indicate the amount of compensation for each:

Position	Amount Paid

18. Report the number of volunteers presently serving in your organization.

19. Estimate the number of volunteer, unpaid hours worked in the past year.

20. Please provide any additional information you wish to have considered in support of your application.

With the grant application, please provide:

- Proof of registration as a Society; or a letter of support from an umbrella organization, a related organization or other supporting agencies or groups;
- Charitable organization status, if applicable;
- Current Financial Statements; and,
- Budget for the year of the requested grant.

Regarding support from other funding organizations:

- Please note, that if your activities and events include residents from outside the City's boundaries, it is expected that your organization submits applications to the Regional District, Municipal Government and/or First Nation Band or Tribal Council where your organization expects most participation to occur or where most of your members reside.

AUTHORIZATION

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

Signature

Date

Print Name

Title

Please note: A minimum of 90 days is required for staff to review applications and then present proposals to Mayor and Council for consideration as part of their preliminary budget deliberations.

PLEASE ENSURE ALL INFORMATION IS COMPLETED AND THAT THE COMPLETED FORM AND SUPPORTING DOCUMENTATION IS RECEIVED NO LATER THAN OCTOBER 31. INCOMPLETE FORMS WILL BE RETURNED.