



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**ELECTORAL AREA GRANT IN AID APPLICATION  
COMPLETION GUIDE**

**SUBMIT APPLICATIONS TO:**

**Regional District of Bulkley-Nechako  
37-3<sup>rd</sup> Avenue  
Burns Lake, B.C. V0J 1E0**

**APPLICATIONS MUST BE SUBMITTED ON THE FORM  
PROVIDED.**

**NOTE TO APPLICANTS:**

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:

Phone: (250) 692-3195 or toll free at 1-800-320-3339

Fax: (250) 692-3305 email: [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca)

## **REGIONAL DISTRICT OF BULKLEY-NECHAKO ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

### **PURPOSE**

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

### **APPLICATION**

This policy shall apply to all electoral area Grant In Aid requests being considered for funding from the individual Grant In Aid budgets.

### **AUTHORITY**

***Local Government Act Sec. 263(1)(c)***: The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

***Local Government Act Sec. 380(2)(g)***: A grant may be charged to the electoral area benefiting from the assistance.

### **PROCEDURE**

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Rural Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$2,500 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$2,500 will be referred to the Board.
  - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
  - b) Applications that are not submitted on the required form will be returned to the applicant.

2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
  - a) Purpose for which the funding is required.
  - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).
  - c) Benefits to the community as a whole.
  - d) Amount of grant requested.
  - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
  - f) Whether or not there is an opportunity for individuals to make direct contributions.
  
3. If a grant in aid is approved the following will apply:
  - a) A cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.
  - b) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
  
4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:
  - a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
  - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
  
5. Applications for Assistance under Section 263(1)(c) of the Local Government Act will NOT be approved for:
  - a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
  - b) Purposes disallowed by the Local Government Act.  
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
  - c) No grants shall be approved for individuals or for privately-owned businesses.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA REQUEST FOR GRANT IN AID  
APPLICATION**

**APPLICATION SUBMITTED BY:**

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Contact(s):** \_\_\_\_\_

**Name, Telephone/Fax Number**

\_\_\_\_\_  
**Name, Telephone/Fax Number**

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**APPLICATION SUMMARY**

**Project or purpose for which you require assistance:** \_\_\_\_\_

\_\_\_\_\_

**Amount of Grant Requested \$** \_\_\_\_\_

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

\_\_\_\_\_  
(signature of authorized signatory)

\_\_\_\_\_  
(title)

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**Amount Approved:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Electoral Area Director

## APPLICANT PROFILE

1. Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

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2. Describe the geographic area that receives services or benefits from your organization.

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3. Is your organization voluntary and non-profit?       YES       NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

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Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.

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**PROJECT/PROPOSAL PROFILE**

1. Assistance is being requested for:

- \_\_\_\_\_ capital project and/or equipment
- \_\_\_\_\_ special event
- \_\_\_\_\_ other purpose ( \_\_\_\_\_ )

2. Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required.

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3. Describe how this proposal will benefit the community.

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### Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
  - Total cost of project/proposal;
  - Grants/funding from other sources;
  - Funding contributed by applicant through funding raising activities or other sources of revenue;
  - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.
  
2. Have you applied for a grant/funding from other source(s)?  
       \_\_\_\_\_YES   \_\_\_\_\_NO

**If yes**, complete the following chart. **If not**, please comment.

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Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

\_\_\_\_\_ YES \_\_\_\_\_ NO **If yes, complete the following chart.**

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

- a) Offer direct financial assistance to individuals or families? \_\_\_ YES \_\_\_ NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency? \_\_\_ YES \_\_\_ NO
- c) Provide an opportunity for individuals to make direct contributions? \_\_\_ YES \_\_\_ NO

**OR,** is your organization:

- d) Part of a provincial or national fundraising campaign? \_\_\_ YES \_\_\_ NO

**Don't forget to attach the required financial report.**