



## Regional District of Bulkley-Nechako GRANT IN AID APPLICATION FORM

**NOTE TO APPLICANTS:  
APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED.**

**SUBMIT APPLICATIONS TO:**

Regional District of Bulkley-Nechako  
37-3<sup>rd</sup> Avenue / PO Box 820  
Burns Lake, B.C. V0J 1E0  
or via email to: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)

**NOTE TO APPLICANTS:**

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the RDBN Board Policy 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.
- Personal information requested on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- The RDBN is able to process grant payments much more quickly through Electronic Funds Transfer (EFT) and we hope that you will also recognize the benefits of faster payment and reduced carbon footprint. Electronic payments are quicker, more efficient, and reduce costs. If you have not submitted the form to be eligible for EFT, you can find it on our website at <https://www.rdbn.bc.ca/departments/finance/accounts-payable-electronic-funds-transfer-agreement>
- Wherever possible, the RDBN encourages Grant in Aid recipients to source purchases and services from local suppliers.
- 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)

**GRANT IN AID APPLICATION FORM**

**Organization Legal Name:** \_\_\_\_\_

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

**Contact Person 1:**

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Contact Person 2:**

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?

Yes

No, we prefer a cheque.

No, but we would like to be.

**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)

# GRANT IN AID APPLICATION FORM

## 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?

2. Which RDBN electoral area(s) receive services or benefits from your organization?

Electoral Area A (Smithers/Telkwa Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Electoral Area B (Burns Lake Rural)

Electoral Area F (Vanderhoof Rural)

Electoral Area C (Fort St. James Rural)

Electoral Area G (Houston/Granisle Rural)

Electoral Area D (Fraser Lake Rural)

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.

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

## GRANT IN AID APPLICATION FORM

### Project/Proposal Profile

1. Assistance is being requested for:
  - Capital project and/or equipment
  - Special event
  - Other purpose (explain below)Other purpose:
  
2. Please describe the project/event 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.
  
3. Describe how this proposal will benefit the community.

### 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 fund 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

## GRANT IN AID APPLICATION FORM

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

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

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

d) Is your organization part of a provincial or national fundraising campaign? \_\_\_\_\_YES\_\_\_\_\_NO

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