



GRS GRANT-IN-AID PROGRAM GUIDELINES

NOTE: Please read all the information provided before completing your application.

GENERAL INFORMATION

Local, non-profit groups are invited to submit grant applications for projects providing a recreational service to the community. Grants are for specific projects, special events, start-up costs, or recreation related equipment; not wages, ongoing programs or previously funded items. All community non-profits are invited to apply each grant period, even if you have been awarded a Grant in Aid in the past. Previously funded projects and ongoing programs are not eligible. There are 2 grant periods – Spring and Fall. [Forms are available online](#), or at the GRS office.

Any local, non-profit organization is eligible for funding; charitable status is not required. Private or commercial organizations are not eligible. Grant applications are only considered from organizations on Gabriola providing recreational based events and programs.

Successful applicants will be reimbursed for the grant amount, on submission of evidence of expenditure, for the event or program, if they submit receipts before the deadline provided.

PROGRAM OBJECTIVE

To provide funds to assist local, non-profit organizations offering recreation programs, special events or projects which benefit Gabriola Island as a whole.

BUDGET

Funding to a maximum of \$5000 per year is disbursed upon GRS Board approval. When making your application, please remember that the objective is to assist as many local organizations as possible. Priority may be given to organizations who have not previously received funding support. Funding is limited, awards range from \$100 - \$1000. Larger funding requests may be considered at the GRS Board's discretion. Any unallocated grant funding may be carried over to the next budget year at the Board's discretion.

ADMINISTRATION OF PROGRAM

1. The GRS Board will review and evaluate the Grant applications.
2. Approximately half (\$2,500.00) of the program funding available during each of the two application terms will be disbursed; although, if deemed appropriate by the Board and based on the nature of the proposal, larger expenditures, per term, may be recommended if funds are available.

3. All applicants will be notified regarding approval status; if approved, successful applicants should receive notification within 2 weeks of the application closing date.
4. It is the Board's aim that a wide range of grant recipients including recreation/parks, sports, arts, and events are represented in the selection process.
5. Successful grant recipients will be required to provide:
 - a. brief final report outlining the outcome of the program, event, or project
 - b. a budget summary specifically identifying the items for reimbursement by GRS grant funding
 - c. copies of receipts for purchases pertaining to the grant funding are required upon submission of the final report

If the report and receipts are not forthcoming by the specified deadline, the board will not administer the grant for reimbursement.
6. Equipment purchased with a GRS grant will be returned to GRS if the group folds.
7. Each application will be decided on its own merit. Recipients of grants must be located on Gabriola Island, and must hold a bank account in their organization name.
8. If a grant goes unclaimed, the Board may choose to add that unclaimed amount to the next round of grants.
9. Successful grant recipients must complete payment for the approved items/services/purposes within the specified time period. (See below). Grant funding must be used for the sole purpose(s) as described in the application or the funds shall not be reimbursed.
10. Late submissions may or may not be considered at the discretion of the staff and board depending on timing, priorities, and available funding.

APPLICATION PROCESS

1. Applications can be submitted at any time during the year, however there are two deadlines to allow for the timely review of applications:
 - The last Friday in July for services/events/projects occurring August - December
 - The last Friday in January for services/events/projects occurring February - July
2. Applicants must complete an application form online or request a paper copy from the GRS Office. Once submitted, the GRS Board will review the applications.
3. Completed application forms clearly marked "Gabriola Recreation Society Grant-in-Aid Program" must be delivered in a sealed envelope to:

Gabriola Recreation Society
680 North Road, Room 113
Gabriola Island BC V0R 1X0

CRITERIA

1. Funding will be considered for organizations providing recreation services in any of the following:
 - new programs
 - expansion of current programs
 - leadership development
 - new or expanded special events
 - special projects
2. The GRS Board may give higher priority to applicants appealing to a wider range or number of participants; or to new programs, events or projects.
3. Groups may apply for funding each term and each year; however, the intent of this grant funding is not to subsidize on-going, annual programs and projects. When making applications, applicants must understand that funding is not guaranteed year to year and to plan accordingly. Organizations must consider long term sustainability and ensure each of the programs or projects can become self-supporting.
4. Only non-profit groups qualify for funding. Grants cannot be paid out to individuals, only groups.
5. Projects must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
6. Evidence of benefit to the community/ evidence of community support. Sound program, event, or project implementation, and sound fiscal management.
7. Funds cannot be used to support ongoing wages of regular staff or other professional fees; however, costs associated with subsidizing honorariums to support program instructors may be considered.
8. Commitment outlined regarding public recognition of the Gabriola Recreation Society's contribution in applicable marketing and promotional materials.
9. The Grant-in-Aid program may include capital items depending on the nature of the funding request.