

Name of Organization:	
Name of Event/Service or Facility:	
Date(s) of Event/or Service (if applicable):	
Grant Amount Requested:	
Mailing Address:	
Contact Person:	
Contact Phone:	Contact E-mail:

Please indicate application funding category:

Category 1 – Core Operating Assistance: Community groups who have operating agreements with and use city land and/or buildings to provide ongoing services and require long term funding.

Category 2 - Events and/or Services: Community groups which provide for a one-off or ongoing major event and/or service.

Please note that a "community group" is defined as a registered non-profit society or charitable organization as defined by the Canada Revenue Agency, in good standing.

Certificate by authorized signatory:

I hereby certify that I have read the attached City of Campbell River Council Finance Policy, Section 2.3; that this application complies with policy requirements; and that the information contained in this application is complete and correct:

Name (please print):	Title:
Signature:	Date:

Applications can be submitted to front.reception@campbellriver.ca or at the front desk at City Hall at 301 St. Ann's Road

1. Application Forms are available online or can be picked up from the City's Finance Department, located on the main floor of City Hall at 301 St. Ann's Road.
2. Applications must be received by **November 10, 2023, at 4 P.M.** so that there is sufficient time to review the applications and have them considered by Council to be included in the City's Financial Plan.
3. No request for funding will be considered unless all applicable information has been provided and City staff have confirmed a complete application package. If an incomplete application package is received, the application will be returned. Late applications may be disqualified.
4. Applicants may be asked to present to the Community Partnership Committee in support of their application. If an increase to funding is being requested from the prior year, applicants will be required to present to the Community Partnership Committee.
5. Council may request that an applicant present at a public Council meeting in support of its application.
6. Applicants will be advised when Council will be considering their application and the decision made with respect to their application.
7. Applications for recreation facility rental subsidies made under Category 3 are administered directly by the City's Recreation department. Please call the CR Community Centre at 250-286-1161 for program questions and requirements.

Applications made must include all items "checked" under the appropriate column in the following table. All items requested must be submitted to ensure your funding request can be considered.

	Category 1 - Core Operating Assistance	Category 2 – Events or Services
Completed Community Partnership Grant-in-Aid Application Form (See Page 2)	✓	✓
Letter to the Community Partnership Committee which includes:	✓	✓
<ul style="list-style-type: none"> • Description of organization including your mission statement 	✓	✓
<ul style="list-style-type: none"> • Description of the service/event to be funded by the grant being requested 	✓	✓
<ul style="list-style-type: none"> • Explanation of how the service/event will benefit the community 	✓	✓
<ul style="list-style-type: none"> • Description of your organization's financial requirements, including in-kind services and why your organization is requesting a grant-in-aid 	✓	✓
<ul style="list-style-type: none"> • Degree of community involvement and volunteer support 	✓	✓
<ul style="list-style-type: none"> • Any other information which is relevant to your application. 	✓	✓
<ul style="list-style-type: none"> • Detailed budget including revenue, expenditures, and projections for five years (or to match the duration of the organization's license of occupation with the City), whichever is the lesser. 	✓	
<ul style="list-style-type: none"> • Detailed proposed budget for the event and/or service which includes revenues and expenditures. 		✓
<ul style="list-style-type: none"> • Organization's prior year financial statements (audited or reviewed if applicable) 	✓	✓
Organization's most recent annual report or report of most recent event funded by the City. Such a report shall include:	✓	✓
<ul style="list-style-type: none"> • A brief evaluation of the event; 	✓	✓
<ul style="list-style-type: none"> • Actual revenue and expenses for the event (where applicable); 	✓	✓
<ul style="list-style-type: none"> • Attendance figures (where applicable); 	✓	✓
<ul style="list-style-type: none"> • Number of participants in the event; 	✓	✓
<ul style="list-style-type: none"> • An evaluation of the impact on the community. 	✓	✓
<ul style="list-style-type: none"> • Proof of liability insurance and the ability to provide a certificate of insurance to the City (naming the City as an additional insured party). 	✓	✓

If there are any questions regarding the Community Partnership Community Grant Application or the application process, please contact Alan Ha, Controller, at alan.ha@campbellriver.ca or 250-286-5754.