



RDN OCEANSIDE RECREATION SERVICES GRANTS PROGRAM

Please read all of the information before completing your application.

PROGRAM OBJECTIVE

To provide funds to organizations requesting financial assistance to offer recreation programs, special events or projects, which would benefit the communities of District 69 (City of Parksville, Town of Qualicum Beach, Area E, F, G and H); either youth specific (11-18 years) or to other populations.

BUDGET

Allocation of funding is reviewed each year by Recreation staff and the Oceanside Services Committee, and approved by the Regional District of Nanaimo Board. Funding available is equally shared between two categories of grants, the Community Grants and the Youth Grants. Funding is disbursed at the Committee's discretion upon receipt of a completed Grants Program application to a maximum of \$2,500 per application and only after Regional Board approval.

APPLICATION PROCESS

Submissions for grant applications are advertised and received twice a year. Deadlines are the First Friday in April and September. Groups applying for grants **must fully complete** the application form, included with this package. Recreation Grant forms are available on the link below or may be picked up at Oceanside Place or the Ravensong Aquatic Centre.

Completed application forms are to be submitted to:

Attention:

RDN Recreation and Parks
830 West Island Highway
Parksville, B.C. V9P 2X4
Email: recparks@rdn.bc.ca

ADMINISTRATION OF PROGRAM

1. The Oceanside Services Recreation Grants Sub-committee will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the Oceanside Services Committee and then the Regional Board for approval.
2. Approximately 1/2 of the grant funding is allocated during each intake. If deemed appropriate by the Sub-committee and based on the number of proposals, a larger portion of the funds may be allocated in the first term.

3. The Sub-committee will ensure that each community is, equitably represented throughout the year and that a wide range of grant recipients including recreation, sport, arts and culture are represented in the selection process.
4. Organizations may submit more than one application per term but must be for separate projects.
5. Successful grant recipients will be required to provide a Summary Report outlining the outcome of the project and accounting of how grant monies were spent. This Summary Report must be submitted to RDN Recreation and Parks within 30 days of project completion. Failure to provide a Summary Report may result in the applicant or organization to which the applicant reports, being declared ineligible for future grant funding.
6. Late submissions may be considered at the discretion of the Sub-committee depending on timing, priorities and available funding.
7. It is requested that the Regional District of Nanaimo name is recognized in any project promotions or signage.
8. Applications that have not been completed in full will be considered ineligible.
9. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within 5 weeks of RDN Board approval date.

FUNDING CRITERIA

1. Funding will be considered for groups providing recreation, sport, arts and culture services in any of the following:
 - new programs
 - expansion of current programs
 - leadership development
 - new or expanded special events
 - special projects
2. When selecting grants, priority will be given to the following applications:
 - representative of District 69 wide opportunities
 - representative of one or more contributing members; Electoral Area E, F, G, H, City of Parksville or Town of Qualicum Beach
 - offering services to a wide range and number of participants
 - Inclusive
3. Only nonprofit and not-for-profit groups qualify for funding as long as the project benefits the communities of, Electoral Areas E, F, G, H, City of Parksville and Town of Qualicum Beach.
4. Funds may not be used for
 - a. personal equipment
 - b. individual membership fees
 - c. Annual operating expenses such as leases, utility bills, insurance and office operating costs
 - d. facility rentals
 - e. travel expenses

5. Funds may be used for
 - a. Instructor wages or honorariums for persons who are not closely associated to the grant applicant. Close associate can be defined as a relative, individual member(s) of the group or organization applying for the grant.
 - b. Program supplies and equipment
 - c. Food
 - d. Entertainment
 - e. Advertising
 - f. Safety supplies
 - g. Facility enhancements that relate to the project
 6. Projects must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
 7. It is recommended that groups identify a minimum of one other revenue source within their funding proposal other than the Regional District of Nanaimo.
 8. Groups may apply for funding each term and each year; however, funds are not guaranteed on a regular, on-going basis.
 9. The Recreation Grants Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls within RDN Parks. This type of request should be directed to the Electoral Area Community Parks function.
 10. Some applications, requiring approval and/or cooperation from landowners, several organizations or funders, may be approved in principle with conditions including:
 - Providing written approval from landowners, municipalities;
 - Providing written proof /receipt that other funding and partners are in place to sustain the whole project and budget;
 - Others as need arises
- Once the conditions are met then funds will be disbursed. Formal agreements may be required depending on the nature of the application.
11. Recreation Grants must be used by the applicant for the sole purpose as described in the grant application. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to the RDN.