

DENMAN ISLAND RECREATION GRANT APPLICATION PACKAGE

The introductory page of this package describes the criteria and process for applying for a Denman Island Recreation Grant. ***Please read this information carefully before submitting a Denman Island Recreation Grant Application.***

CRITERIA: Do you qualify to apply for a Denman Island Recreation Grant?

The Comox Valley Regional District (CVRD) provides grants from Denman Island property tax revenues to support the provision of recreation services for Denman residents by non-profit organizations on Denman Island. These grants are available for "recreation programming" as defined in CVRD Bylaw No. 2624, 2004, the Denman Island Recreation Service Establishment Bylaw, as follows:

"Recreation programming on Denman Island is defined as the provision of year-round on-island athletic, fitness and sports opportunities and programs for the benefit of Island residents of all ages, as well as the contribution toward the cost of operation and maintenance of community-use facilities and structures to provide for such recreation opportunities and programs."

PROCESS: The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded by the CVRD. Applicants are advised that a new application must be made each year that a Denman Island Recreation Grant is needed.

Completed application forms should be addressed to "Denman Island Recreation Grants Committee" and mailed or hand-delivered to the Denman Island Residents Association by the date stated in the notice in local newspapers announcing the availability of the grants. Late applications will not be accepted.

The Denman Island Recreation Grants Committee will review the applications and make recommendations as to which non-profit organizations should receive funding and the amount of funding for each. The DIRA Board of Directors will review the recommendations for clarity and factual correctness but not change or reject them. If they are satisfactory, the DIRA Board of Directors will call a public meeting of Denman Island residents at which the Denman Island Recreation Grants Committee will present its recommendations for approval. The recommendations, as approved, will then be forwarded to the CVRD.

Successful applicants which are not DIRA committees will receive letters and cheques directly from the CVRD. Successful applicants which are DIRA committees will receive letters from DIRA and the grant funding will be allocated to those committees (cheques will not be issued directly to DIRA committees).

If you are selected to receive a Denman Island Recreation Grant you may be required to provide further documentation for submission to the CVRD, such as: current and preceding years' financial statements, most recent annual report, budget for the year in which the grant is being requested, back up quotes and financial report of expenditures.

DENMAN ISLAND RECREATION GRANT APPLICATION FORM

Non-profit organization making application: _____

Name of contact: _____ Date: _____

Email address: _____

Phone No: _____ Cell Phone No: _____ Fax No: _____

Is this organization a DIRA committee? Yes: _____ No: _____

Purpose of organization: _____

Current membership: _____ Number of meetings per year: _____

Briefly describe how this Recreation Grant will assist in providing recreation programs /opportunities or pay for operating/maintenance costs of community-use facilities/structures this year: _____

Please provide the following information with this application:

- Amount of Recreation Grant requested: _____
- What will the Recreation Grant be used for? (be specific): _____

- Describe how this Recreation Grant will benefit the community: _____

- Anticipated start and duration or timeframe of the recreation program/opportunity or operation/maintenance of the community-use facility or structure: _____

- Budget Summary (please attach on a separate sheet and include In-Kind contributions).
- Will your recreation program receive any other funding this year? Yes No If yes, explain. _____
