

DENMAN ISLAND RECREATION GRANT APPLICATION PACKAGE

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 nonprofit 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

“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.”

Please Note: If you are not a registered society, you may still apply for a grant by being sponsored by a Denman Non-Profit Society. Criteria listed as ‘year round’ or ‘all ages’ applies to the grant as a whole, not each individual application.

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. The full process is posted on the DIRA website.

SUBMITTING YOUR APPLICATION

Completed application forms should be submitted according to the instructions on the form. Late applications will not be accepted.

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.

If you are selected to receive a Denman Island Recreation Grant you may be required to provide further documentation for submission to the CVRD.

DENMAN ISLAND RECREATION GRANT APPLICATION 2026

PROJECT APPLICATION DETAILS	
DENMAN ISLAND NOT-FOR-PROFIT SOCIETY	
Society name:	Society #:
President:	Email:
Application Date:	Contact phone:

PROJECT MANAGER/APPLICANT		
Board member:	Sub-Committee Chair:	Sponsored Group:
Applicant Name:	Contact Email:	
Sub-Committee:		
Sponsored Group:		
Note:		

PROJECT DESCRIPTION		
Project Name:	Requested grant:	
One Time Event:	Ongoing Program:	Facility operations/Assets:

Program or Event Details:	Maximum 150 words.
Estimated # of participants:	Age range:
Location/venue:	

DENMAN ISLAND RECREATION GRANT APPLICATION FORM

Facility Operations	For facilities or structures that provide a venue for a broader range of Community recreational activities, estimate the proportion used for Athletics, Fitness and Sports.	
Facility Operations:	Maintenance:	Tangible Assets (e.g. equipment)

COMMUNITY BENEFIT
<p>The Denman Island Recreation Grant was created to provide on-Island recreational opportunities for Island residents who have limited access to CVRD facilities. Describe how your project will enhance Athletic, Fitness, or Sports for the benefit of Island Residents. Point form preferred. (Max 150 words)</p>

PROJECT BUDGET FORM

- This budget form **MUST** be used when submitting your project budget. Note that not all fields provided in the form will necessarily apply to your specific project.
- Please ensure that the budget is balanced (**Project Revenues must equal Project Expenses**).
- General operating or administration costs that are unrelated to the project are **not eligible** for inclusion in your budget. However, you may include a percentage that if is directly associated with the project.

Project Revenues

Funding Source	Confirmed	Pending	Total
Organization's Contribution			
◦ Project Admin			
◦ In-Kind Contributions			
Donations			
Registration Fees			
Tickets or entrance fees			
Sales			
Other Funding Sources (total)			
Community Project Grant Requested			
Total Project Revenues			

Project Expenditures

Expense Category	Description	Amounts
Administration (project related only)		
Facility / Venue Rentals		
Personnel & Contracted Labour		
Professional Fees		
Equipment / Rentals		
Materials & Supplies		
Travel & Transportation		
Promotion/Outreach		
Other expenditures		
Total Project Expenses		

Budget Breakdown and Calculations

Use the following section to provide a detailed breakdown of the project budget, highlighting key expenditure areas and calculations based on current estimates. Examples:

- Labour to construct signs: \$300.00. Calculated at \$30/hr for a total of 10 hours work.
- Building materials for signage: \$215.00. Covers all required signage materials.

Submit: Final Deadline May 23, 2026

Forms are available in the Abraxas Free Post under "D" in the DIRA - Recreation Grant folder and online on the DIRA website:

<https://denmanresidents.com/recreation-grants-committee/>

For assistance or questions about the Application Process, please email sclarke@telus.net.

Submit your completed Application to the Recreation Committee as an email attachment to sclarke@telus.net, or put a printed copy in a sealed envelope in the Free Post in the Grant Applications folder.

Save a copy of the Application for your records.