



Community Grants Program

On an annual basis, the District of Mackenzie provides grants to local non-profit organizations for projects, activities and events that strengthen and enhance the well-being of the community, promote volunteerism and support the goals and priorities of the District of Mackenzie.

Grants-in-Aid will be provided under the following categories:

1. **Rent Subsidy** – requests for use of District-owned and operated facilities at no charge for specific events.
2. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities;
3. **Special Project** – annual cash grants and/or in-kind grants for a one-time special or annual event, program or activity;
4. **Fee for Service Agreement** – cash grants and/ or in-kind grants for on-going operational support.

Applications are available at the District Office, 1 Mackenzie Boulevard, Mackenzie, BC, V0J 2C0 or on the District website: www.districtofmackenzie.ca

Applications can be submitted to: Corporate Services
Bag 340, 1 Mackenzie Boulevard
Mackenzie, BC, V2G 1N3
Email: info@districtofmackenzie.ca

Questions: Call: 250-997-3221
Email: info@districtofmackenzie.ca

DEADLINE FOR APPLICATIONS IS SEPTEMBER 15th and March 15th
Late applications will not be considered

In order to qualify for a Grant-in-Aid, the applicant must:

- Be a registered non-profit organization in good standing with the Registrar of Companies;
- Provide the most recent Annual General Meeting report, financial statements and approved budget for the current year;
- Demonstrate financial need; and
- Provide a service, project or event that supports the priorities and goals of the District.

Services, projects or events proposed by the applicant must not:

- Offer direct financial assistance to individuals or families;
- Duplicate or replace services that fall within the mandate of senior levels of government or local service agencies;
- Support a Provincial or National fundraising campaign; OR
- Be of a commercial nature.



Application Form – Community Grants

All applications must be submitted by **September 15th** and or **March 15th**

CONTACT INFORMATION

Name of Organization: _____

BC Society Incorporation

Number: _____

CRA – Charitable Registration

Number (if applicable): _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address (optional): _____

DETAILS OF THE ORGANIZATION

Purpose of Organization (From Constitution or Incorporation Documents):

How long has the organization operated in the community? _____

Executive positions in the organization:

Name:

Title:

President

Vice President

Secretary

Treasurer

AID REQUESTED (Check One)

☐ Rent Subsidy

☐ Special Project

Grant Amount Requested:

☐ Capital Expenditure

☐ Fee for Service Agreement

\$ _____

Have you received a grant from the District previously?

YES

NO

REQUEST DETAILS

What plans has your organization made to fund its activities over the next 3-5 years?

If your organization charges user fees/memberships/admission, attach your current fee structure:

What are your organization's specific goals and objectives for this year? How do they differ from previous years?

Who does your organization serve? (% of clients from Mackenzie, % of clients outside Mackenzie)

Does your organization receive a rental subsidy from the District? If so, how much?



**Does your organization receive any benefit from permissive tax exemption, and if so, how much?
(information available from District Finance Department)**

Does your organization use District owned facilities? If so, which ones?

How will you indicate that the District is contributing to your organization?

PROJECT SUMMARY SHEET

Brief description of proposed use of grant being applied for and why you believe it should receive District funding:

How do you know there is a need for this service/project in our community?



**Is your agency is applying for funds from other levels of government or other sources for this project?
If so, please list:**

Would you still be able to complete the project if you do not receive the other funds applied for?

YES

NO

Please describe the impact of this application being denied or approval of an amount less than requested.

Start date of the project: _____

End date for the project: _____

Please describe the key activities that will take place to complete the project and any associated timelines.

PROPOSED BUDGET

REVENUE (Please state source)		EXPENSES (Please list)	
Description	Amount (\$)	Description	Amount (\$)
SECURED FUNDS			
SECURED FUNDS SUBTOTAL			
ANTICIPATED FUNDS			
ANTICIPATED FUNDS SUBTOTAL			
TOTAL FUNDING		TOTAL EXPENDITURES	

Definitions:

Secured funds: money that is currently available for the project.

Anticipated funds: sales, grants and donations that is expected to provide money for the project. Please describe grants as cash or in-kind.

Expenses: include service provider quotes, if applicable

APPLICATION CHECKLIST

- ☐ Application Form
- ☐ Financial Statement for current year or most recent fiscal year end. If not available, please include your organization's last Income Tax Return.
- ☐ For in-kind grants, please enclose support for the amount requested (e.g., facility rental quote from the Recreation Centre).
- ☐ Membership Fee Structure (if applicable)
- ☐ Additional material which would assist the District in assessing your project, such as photographs, price quotes, letters of support, proof of donation, and applications for other funding sources for the same project.

Statement of Understanding

- ☐ I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any enclosures submitted is public information**. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

Applicant Signature: _____ **Date:** _____