



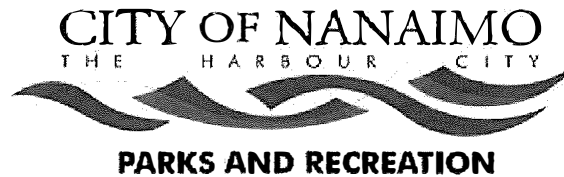
PARKS AND RECREATION

**COMMUNITY PROGRAM DEVELOPMENT
GRANT**

GUIDELINES

AND

APPLICATION FOR FUNDING



COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION

General Information

The City of Nanaimo wants to work with community groups and partners to seed new or expanded programs that provide increased opportunities for residents to participate and connect in the community.

The City encourages community groups to build on their success and expertise in developing programs that enhance residents' exposure to a variety of experiences.

It is anticipated that groups will become self-sustaining. The purpose of this grant program is not for long-term funding.

To qualify, groups must identify:

- the goals and objectives of the project or program;
- target audience;
- clear success measures;
- how the project or program benefits the community;
- how the group will sustain the program or event in the long-term;
- marketing or promotion plan if applicable;
- funding sources and partners; and,
- evaluation criteria and tools.

Nanaimo Parks & Recreation have a budget of \$15,000 for Community Program Development grants to assist groups hosting community educational or experiential opportunities. When making your application, please remember that our objective is to assist as many groups as possible.

Any amateur non-profit organization is eligible for funding. Charitable status is not necessary.

Private or commercial organizations are not eligible.

Funding for capital expenditures will not be considered.

Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo for this application.

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Application Timeline

Applications must be submitted by: November 1st for spring and/or summer programs
May 1st for fall and/or winter programs

Applicants will receive written notification of Council's decision within 90 days of the application deadline date. Applications received after this date will only be considered if there are unused funds. In exceptional or unforeseen circumstances, the Selection Committee will determine if late requests warrant special consideration.

Application Criteria

- The program fills a void in the community and provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good long-term investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding, and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- The program must be sustainable and produce long-term benefit in the community.
- Has potential to offer short-term employment for student youth.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program, or, where there is proven need to sustain the program.
- This grant is designed specifically to assist programs, events and festivals that utilize services and facilities within the City of Nanaimo.
- The applicant must adhere to sound standards of corporate governance where applicable.
- ***Organizations receiving operational funds from the City of Nanaimo will not qualify for Community Program seed funding.***

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations, neighborhood groups or other bodies with experience in organizing programs and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Finance and Audit Committee.
2. Applicants must be able to demonstrate a broad community participation or significant potential audience.
3. Applications will be considered on the following criteria:
 - Evidence of benefit to the community.
 - Evidence of financial need by the sponsoring organization.
 - Secured commitment from other funding sources.
 - Evidence of long term viability and sustainability.
 - Demonstration of community support for the project or program as measured by volunteer participation, membership, and/or audience participation.
 - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
 - Potential community and/or financial impact (i.e. life experience, jobs created, spending, number of visitor days created and how this information will be tracked).
 - Public recognition of the municipal contribution.
 - Level of program profile and media exposure.

What Does Your Organization Need to do to Apply for Funds?

- Your organization needs to complete the attached application form.
- For an application to be considered, it cannot be longer than 10 pages in length, including the application form.
- All pages must be single sided with a font size of at least 10.
- All applications for funding must be clearly marked "**Community Program Development Grant Application**" and submitted to:
c/o Nanaimo Parks and Recreation
500 Bowen Road
Nanaimo, BC V9R 1Z7

Review Process

The Finance and Audit Committee screens applications and makes recommendations to City Council for approval and distribution of funds.

Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

Appeals

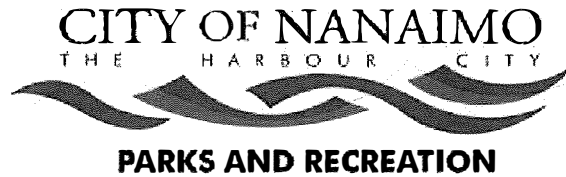
Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal

- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Finance and Audit Committee), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?

Further Information?

Contact: Darcie Osborne, Manager; Recreation Services at 250-756-5200.



COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS

November 1st for spring and/or summer programs

May 1st for fall and/or winter programs

Legal Name of Organization: Salish Storm Hockey Association

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Telephone #1: [REDACTED]

Telephone #2: [REDACTED]

Email: [REDACTED]

Contact Person: [REDACTED]

Position: Administrator and Program Coordinator

Society Registration Number: Pending

Is your society in good standing with the Registrar: Yes

Fiscal year for grant: February 2020 – January 2021

Total grant requested for fiscal year: \$15,000.00

Total budget for fiscal year: \$15,000.00

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

In your application, please answer all questions and include the information requested:

1. **Name of Project or Program:** Salish Storm Hockey Program
2. **Times and Dates:** February 26th – March 11th 5:30-6:30PM // September 2020 (16 Week program), 5:30-6:30PM
3. **Location:** Nanaimo Ice Centre, Cliff McNabb, Frank Crane
4. **Target Market and Age of Participants:** Indigenous Children ages 6-12
5. **From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)**

Program Highlights	Age Groups	Attendance
Stick n' puck (February-March)	6-12	25 youth
Introduction to Hockey (September 2020 – January 2021)	6-12	25 youth
Expected Attendance		25 youth per program

6. Is any other organization providing a similar services? No

7. Is this a new program? Yes

8. How long has your organization existed in Nanaimo? 0 Years

9. Briefly outline the purpose or mission of your organization

- 1) To promote improvement of self-esteem, physical health and social skills of indigenous children and youth through involvement in Hockey.
- 2) Provide programming capacity development and direct support to families to increase the participation of indigenous children and youth through Hockey
- 3) To promote the development of indigenous children and youth hockey players
- 4) To increase capacity for indigenous families to participate in the organized sport of Hockey.

10. What programs in the past has your organization produced/sponsored

SSHA has had no past sponsorship's.

11. One to two typed out pages outlining a summary of your idea:

The Salish Storm Hockey Association in partnership with Kw'umut Lelum and Nanaimo's hockey community provides programming, capacity development and direct support to families to increase the participation of indigenous children and youth in hockey.

SSHA provides a four pillar approach to the inclusion of Indigenous youth in organized hockey:

Stick n' Puck Weekly hour-long drop-in program (Wednesday evenings, Feb 26th-March 25th) where children and youth can become comfortable on the ice while learning basic skills and techniques at their own pace. Supported by SSHA coaches, players will be divided into groupings by skill level and interest. Equipment rentals will be provided on site.

Introduction to Hockey 16 week low-barrier hockey development program for Indigenous children ages 6-12. This program is designed to introduce the game of hockey to first timer children and youth. Fundamental hockey skills are taught through a play-based system using training pucks and building on physical literacy basics and fun. Children will work on skating, basic puck handling, passing and shooting with emphasis on participation. No previous hockey experience is required, but players must be able to skate. (September 2020)

Box Hockey Building on our Member's active interest and involvement in ball hockey, SSHA coaches and officiating staff will provide volunteer program support to Kw'umut Lelum's community ball hockey program at the Harewood Covered Multi-Purpose Court. This will be one of several key hockey education and recruitment opportunities to develop transferrable hockey skills and knowledge and transition to ice hockey. (September 2019 – Current)

Community Navigators To support the inclusion and retention of parents/caregivers and players SSHA will provide one to one mentorship and advocacy so that indigenous families have a supported and successful introduction to the sport and minor hockey community. The volunteer navigators help new families get engaged in supporting their child's interest in sport, and to learn about the benefits of organized/team sport on mental, physical and social development. The navigators will also help identify financial, logistic and community resources to address barriers that might be experienced by families as they continue on to other organized hockey programs. Families will be assisted to enrol in skating and hockey programs already available through the RDN and Nanaimo minor hockey.

12. For what purpose do you plan to use this City fund? (Please be specific)

This grant will fund two keystone programs that will 1) Introduce indigenous children and families to the sport of hockey and 2) develop skill, confidence and relationships for children that will be crucial to their participations in mainstream league hockey.

13. How will your idea benefit Nanaimo?

Indigenous players are vastly underrepresented in the sport of hockey in the mid-island area due to a variety of cost, logistical and social barriers. There are very few programs that encourage and support Indigenous children to play organized hockey.

Broadly, Indigenous children are trending lower on both social and physical determinants of health. We need to encourage opportunities for them to engage in physical activity, and to form positive relationships in a group social setting. This program builds ties between furthering Nanaimo's reconciliation services with indigenous service groups.

14. How will your program be marketed?

We will leverage our relationships with our partners including Kw'umut Lelum, Nanaimo Minor Hockey, Clippers, City of Nanaimo and VIU Mariners to promote SSHA across various social and online media channels. Direct marketing to the City of Nanaimo SD68, nations, and family service organizations like Nanaimo Aboriginal Centre, Tillicum Lelum Aboriginal Friendship Centre is a vital component of our recruitment and marketing strategy.

15. How will you evaluate the success of the program?

Salish Storm Hockey Association will evaluate the success of our program by conducting weekly overviews with coaches and volunteer staff, to discuss our observation of environment and youth in our program. We will also be administering monthly surveys to families and children to discuss improvement and barriers. Ex: "How can we make it easier for you and your child to attend our Wednesday evening Development program?" and to identify and address ongoing barriers to meaningful participation measuring self-reported satisfaction. Increasing in overall Hockey Programs, health, and attainment of goals.

18) Include a list of the organizer's identifying the roles and names of the people in those roles and functions

SSHA is a volunteer non-profit program that supports the:

President [REDACTED] whom represents SSHA within the community, responsible for the effective leadership and management while coordinating the committee.

Administrative Support and Program Coordinator – [REDACTED] whom supports streamlining hockey operations while planning community events, implanting activities, development of program, and promoting SSHA initiatives to enhance the consistency of our program.

[REDACTED] – **Community Navigators/recruitment** whom helps new families get engaged in supporting their child's interest in sport, and to learn the benefits of organized team sports on mental, physical and social development. The navigator's will help identify financial, logistic, and community resources to address any barriers that may be experienced.

Volunteer coaching and officiating Staff – [REDACTED], volunteer NMHA and VIU Mariners responsible for directing and supporting players during development in athletic abilities, skills and drills.

Parent Mentors/Driver Support – Currently under recruitment with partner Kw’umut Lelum Whom supports the inclusion and retention of parents/caregivers and players while providing one to one mentorship and advocacy so that indigenous families have a supported and successful introduction to the sport and Minor Hockey Community

PLEASE NOTE: A final report and financial statement (1 – 3 pages maximum) must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application. *Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City’s website.*

Program Revenue Budget

Name of Activity: Salish Storm Hockey Program

Sponsored by: Salish Storm Hockey Association

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<u>Project or Program Costs</u>	
Nanaimo Ice Centre, Frank Crane Arena, and Cliff Mcnabb	\$5,000.00
Supplementing in-kind equipment donations	\$2,000.00
Healthy food and beverage during core programs	\$2,400.00
Program Coordinator	(February 2020 – March 2020) (September 2020- January 2021) 20 Weeks 10 hours a week \$20.00 /hr =\$4,800.00
<u>Total Project and Program Costs</u>	<u>\$14,200.00</u>
<u>Administration & Communication Costs</u>	
Marketing and publicity -Signage	\$800.00
<u>Total Administration & Communication Costs</u>	<u>\$800.00</u>
Total required	\$15,000.00

Value of in-kind contributions	
Coach Development Through Nanaimo Minor Hockey	\$1000.00
In Kind Donations of used equipment	\$10,000.00
Volunteer Support Through Kw'umut Lelum	
• Parent Mentors	\$1000.00
• Volunteer Coaches	\$2500.00
Total value of in-kind contributions	\$14,500.00