



City of Nanaimo **Neighbourhood Association Grants 2023**

Guidelines & Criteria

2023 Deadline:

TBD

**For more information, please contact Community Planning
at 250-755-4464 or communityplanning@nanaimo.ca**

Purpose

The purpose of the Neighbourhood Association Grant Program is to assist recognized neighbourhood associations with costs for operational needs and community events. Recognized neighbourhood associations are those that maintain the required organizational criteria as specified in the City's Neighbourhood Association Supports Policy.

Eligibility Criteria

In order to be eligible for funds, an applicant must be a recognized neighbourhood association and located within the boundaries of the City of Nanaimo.

Neighbourhood associations may not be eligible for Neighbourhood Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period.

Annual Program Funding

The total amount of program funding available for 2023 is \$10,000.

Maximum Grant Amounts

Eligible neighbourhood associations may apply for grants up to a maximum of \$1,000 per year.

City Plan

The policies in City Plan encourage supporting existing and new neighbourhood associations.

The Neighbourhood Association Grant Program is intended to:

- Strengthen the organizational capacity of existing and newly created neighbourhood associations.
- Increase the frequency of community events in neighbourhoods to help build community identity and cohesion.

Eligible Expenses

Grant funding may be used to cover costs related to a neighbourhood association's operational needs (such as liability insurance, printing, online meeting platforms, organizational software, website development) and community events (such as space rental, equipment rental, food, supplies and entertainment).

Grant Review Process

Applications outlining how grant funding will be used by a neighbourhood association will be received and reviewed by the City's Community Planning Section and Finance Department, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo City Council for approval.

Once disbursed, funding must be spent prior to the end of the year and a brief, itemized report provided outlining how the money was spent (with copies of associated receipts/invoices). Applications for new funding will not be considered without receipt of a report outlining how previous funding was spent.



City of Nanaimo Neighbourhood Association Grants

Grant Application Form (2023)

This is an application for the City of Nanaimo's Neighbourhood Association Grant Program. Before completing the application form, please refer to the **Neighbourhood Association Grant Program *Guidelines & Criteria***.

How to Submit your Application

Submit completed application packages **by TBD**

- **By Email:** communityplanning@nanaimo.ca
- **By Mail:** c/o Community Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R5J6
- **In Person:** c/o Community Planning, City of Nanaimo Service
& Resource Centre, 411 Dunsmuir Street, Nanaimo BC

NOTE: Late applications will not be reviewed.

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Grant Application Form(2023)

Grant Request Details

Year: _____ Applicant: _____

Grant Amount Requested: \$ _____ (Note: Maximum Amount = \$1,000)

Grant Focus

Please indicate which of the following strategic priorities your grant request addresses:

- ☐ **Organizational Capacity**
☐ **Community Event**
☐ **Both of the Above**

Organization Details

Neighbourhood Association: _____

Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Contact Person: _____

Position: _____ Email: _____

Does the Association Meet the Following Organizational Criteria (see Neighbourhood Association Supports Policy)?

- ☐ Have an elected executive that meets on a regular basis (at least once a year);
☐ Have a membership structure (not necessarily fee paying);
☐ Hold an annual general meeting, and provide a copy of the minutes to the City with updated membership numbers;
☐ Keep Minutes for executive and general membership meetings;
☐ Engage with its membership for input prior to responding to City development referrals, such as Official Community Plan (OCP) and rezoning applications; and
☐ Provide periodic updates to members related to the activities of the group.

In the following box, please describe how grant funding will be used with respect to the neighbourhood association's operational needs and/or community events (a summary may also be attached to the application form as a supporting document).

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Other Applications

Does your organization already receive (or have you applied) for other sources of City of Nanaimo funding?

☐ Yes

☐ No

☐ Pending Application: Grant Type: _____ Amount Requested: \$ _____

If yes, please specify the source(s) (grant types) and dollar amount(s):

Grant Type: _____ Amount Granted: \$ _____

Grant Type: _____ Amount Granted: \$ _____

Signature and Declarations

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Association's Executive to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Neighbourhood Association Grant that we give the City of Nanaimo (or third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. 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. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.