

# MEDIA RELEASE

City of Williams Lake



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450 Mart Street  
Williams Lake, BC  
V2G 1N3

## For Immediate Release

July 10, 2019

## 2020 Grant-in-Aid Applications Accepted Now

On an annual basis, the City of Williams Lake provides Grants-in-Aid 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 City of Williams Lake.

For more information, including criteria and a copy of the application form, please see attached or visit the City's website at [www.williamslake.ca](http://www.williamslake.ca) or <http://www.williamslake.ca/DocumentCenter/View/1164/Grant-in-Aid-Application?bidId>.

The deadline for submission of 2020 Grant-in-Aid applications to the City of Williams Lake is Monday, September 30<sup>th</sup>, 2019.

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### For more information, contact:

Cindy Bouchard, Corporate Officer  
[cbouchard@williamslake.ca](mailto:cbouchard@williamslake.ca)  
(250) 392-1773

Vitali Kozubenko, Chief Financial Officer  
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## CITY OF WILLIAMS LAKE GRANTS-IN-AID APPLICATION

On an annual basis, the City of Williams Lake (City) provides Grants-in-Aid 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 City of Williams Lake.

Applications are available at City Hall, 2<sup>nd</sup> Floor and on the City's website ([www.williamslake.ca](http://www.williamslake.ca)), and can be submitted to the attention of Cindy Bouchard, Corporate Officer, City of Williams Lake, 450 Mart Street, Williams Lake, BC, V2G 1N3. Questions, please call 250-392-1773 or E-mail [cbouchard@williamslake.ca](mailto:cbouchard@williamslake.ca).

### THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30<sup>TH</sup>

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 City.

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.

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

1. **Capital Expenditure** – equipment purchase, construction, repair or upgrade of facilities;
2. **Event** – seed funding for new, ongoing events with diminishing support over three years;
3. **Special Project** – one-time special event, program or activity.

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**Organization Information Sheet**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (office): \_\_\_\_\_

Purpose of Organization (From Constitution or Incorporation Documents): \_\_\_\_\_

How long has the organization operated in the community? \_\_\_\_\_

BC Society Registration Number: \_\_\_\_\_

Federal Charitable Registration Number: (if applicable) \_\_\_\_\_

Chairperson's name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Treasurer or Financial Officer's name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of last Annual General Meeting (Attach minutes and current list of Directors): \_\_\_\_\_

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Attach the last financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, comptroller, bookkeeper, financial officer, treasurer, etc.).

Previous Year Grant from City/CRD (if applicable) \$ \_\_\_\_\_

NOTE: A Final Report for previous year's grant MUST be included with this submission.

Current Grant Requested from City \$ \_\_\_\_\_

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**Please answer the following questions, using additional paper if necessary.**

1. What plans has your organization made to fund its activities over the next 3-5 years?  
\_\_\_\_\_  
\_\_\_\_\_
2. If your organization charges user fees/memberships/admission, attach your current fee structure: \_\_\_\_\_
3. What are your organization's specific goals and objectives for this year? How do they differ from previous years? \_\_\_\_\_  
\_\_\_\_\_
4. Who does your organization serve? (% of clients from City, % of clients from Central Cariboo)  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your organization receive a rental subsidy from the City and/or CRD? If so, how much?  
\_\_\_\_\_
6. Does your organization receive any benefit from permissive tax exemption, and if so, how much? (information available from City Tax Department) \_\_\_\_\_
7. Does your organization use City or CRD owned facilities? If so, which ones? \_\_\_\_\_  
\_\_\_\_\_
8. How will you indicate that the City and CRD are contributing to your organization?  
\_\_\_\_\_  
\_\_\_\_\_

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**Project Summary Sheet**

Please answer the following questions, using additional paper if necessary.

BRIEF DESCRIPTION OF PROPOSED USE OF GRANT BEING APPLIED FOR: \_\_\_\_\_

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

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Is your application for a: \_\_\_\_\_

- A. a seed grant
- B. a special project; or
- C. a special capital expenditure

Is your agency is applying for funds from other levels of government or other sources for this project? Would you still be able to complete the project if you do not receive the other funds applied for? \_\_\_\_\_

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

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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. \_\_\_\_\_

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Please provide a detailed financial budget for the project. \_\_\_\_\_

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Please explain how you will measure and evaluate the impact of this project on the community?  
How will you determine if it was successful? \_\_\_\_\_

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**THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

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President/Chairperson