

Saturna Island Parks & Recreation Commission Guidelines for Recreation Grants

Primary funding for CRD-sponsored recreational programs on Saturna Island comes from taxation and is therefore public money belonging to the community. The Commission has been delegated responsibility for allocating funding to support community members and not-for-profit community groups to provide recreational programs for the Saturna Island community.

The definition of recreation:

The Commission will take a broad, inclusive and flexible definition of recreation when considering applications:

Recreation refers to all activities that people choose to do to refresh their bodies and minds and make their leisure time more interesting and enjoyable.

All programs, activities, and events that aim to enhance people's emotional, physical, social, or cognitive well-being will be considered for funding.

How to apply:

Any community member or not-for-profit community group on Saturna Island may apply for recreation funding. Applicants must complete this approved form which is available at Free Mail in the Saturna General Store, or by contacting the chair at SIPRCChair@crd.bc.ca.

When to apply:

- **Applications submitted before January 31:** Applications received before January 31 of the year in which the recreational program will take place will be given first preference and consideration. Normally, all applications will be considered together, and funding allocated at the February meeting of the Commission.
- **Early Bird Applications:** Applications for programs scheduled to take place before the February meeting may be considered at the discretion of the Commission, provided they meet all other requirements.
- **Applications submitted after January 31:** Applications received after January 31 may be considered at the discretion of the Commission if funding is still available, and must be received no later than 30 days before the start of the program for which funding is being requested.

Requirements:

- **Completeness:** To qualify for funding, the application form must be complete. If assistance is required, please contact a SIPRC Commissioner.
- **Funding Sources:** Other potential sources of funding must be identified, including contributions from participants where appropriate. Where a means test or sliding scale of fees is proposed, the organizer must take responsibility for, demonstrate, and apply the criteria to be used.
- **Publicity:** All programs, activities, and events funded by the Commission must be publicized to the community.

- **Property:** Goods acquired with Commission funding will belong to the Commission, for the benefit of the community.
- **Reporting:** On completion of the program, applicants must report back to the Commission in writing about how the money was spent and, if applicable, provide receipts.

Tips for a successful application:

Applications for funding are more likely to succeed if the proposed program, activity, or event:

- is consistent with SIPRC's definition of recreation;
- is open to all members of the Saturna community and broad-based;
- uses local Saturna resources first, where and when available;
- is affiliated with a Saturna Island community organization.

SIPRC recreational funding is not intended to provide individual benefit to program organizers or presenters. If a fee will be paid to someone to provide a service, the program budget should specify other sources of funding to cover that fee, such as ticket sales or donations. SIPRC funding may be approved to offer a reasonable honorarium to someone who provides specialized skills or knowledge on a voluntary basis.

Funding for food and beverages is more likely to be approved if it is for volunteer appreciation or central to the program being funded (e.g. a cooking class or community meal), and if the items provided are produced and/or purchased locally.

Applicants who received funding the previous year but did not comply with the requirement to report how funds were spent and return unused funds by December 31 may not be considered for funding in the current year.

After applying:

- Applications for funding will be considered in accordance with the above guidelines. Please read carefully.
- Applicants will be contacted if more information is required.
- All applicants are welcome (not required) to attend the meeting at which their application will be considered.
- A decision of the Commission to grant funding may be for the full amount requested or for a lesser amount, and conditions may be imposed.
- In most cases, funding is provided by way of reimbursement based upon receipts submitted. Applicants are responsible for keeping receipts and records of spending and submitting them along with a report.
- To be eligible for reimbursement and future funding, written reports and receipts must be submitted by December 31 of the year in which funding was approved.

Saturna Island Parks & Recreation Commission

Application for Funding for 2025 Recreation Program

Please send completed form by January 31, 2025 to SIPRCChair@crd.bc.ca

or place it in the Parks & Recreation box next to Free Mail in the Saturna General Store

Name of organization:	
Contact person:	
Email:	
Address:	
Payee for payments by cheque / e-transfer:	
Total amount requested	\$

Has your organization previously received funding from the Saturna Island Parks & Recreation Commission?

Yes

☐

No

☐

If yes, did your organization report how the funds were spent by December 31 of the year in which funding was approved?

Yes

☐

No

☐

Tell us briefly about the program, activity or event to be funded. Explain how it aligns with SIPRC's definition of recreation.

Is it open to all members of the Saturna community?

Yes

☐

No

☐

Please explain.

Will it meet the recreation interests of a broad range of community members?

Yes

☐

No

☐

Please explain.

Will it use Saturna resources first?

Yes

☐

No

☐

Please provide details.

Will the funding provide individual benefit to any person, including remuneration for sponsors, organizers or volunteers?

Yes

☐

No

☐

Please explain.

Have you explored and/or secured other sources of funding, including contributions from participants where appropriate?

Yes

☐

No

☐

Please provide details.

Number of expected participants:

Expected age range of participants:

How will the public be informed and invited to attend?

How will you acknowledge the source of the funding?

How will any property acquired with Commission funding benefit the community?

Please provide any other information that would help the Commissioners in making their decision:

Recreation Funding Applications must be received by January 31, 2025.

Do you have questions? Contact the Chair at SIPRCChair@crd.bc.ca

Financial Information

Proposed Budget - <i>please provide as much detail as possible.</i>		
Anticipated Direct Costs of Program, Event or Activity		
Expenses	Amount	Description
Facility Rental		
Marketing and Promotion		
Food and Beverages		
Materials and Supplies		
Honoraria		
Fees for Service		
Equipment		
Other		
Earned Revenue, Contributions, Gifts, Grants and In-Kind Support		
Revenues	Amount	Description
Membership Income		
Program/Event Fee		
Donations		
In-kind support		
Other Grants		
Fundraising Income		
Total		

	Total Expense	-		Total Revenue	=		Grant Request
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If the program is part of ongoing work by a Society/Group please attach a full annual budget for the Society/Group.

Collection Notice Statement

Personal information is collected by the Capital Regional District (CRD) under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to evaluate and administer the application for funding. Should you have any questions about the collection of this information, please email giprc@crd.bc.ca.

Declaration

To the best of my knowledge, all of the information that is provided In this application is true and correct. Furthermore, I hereby certify that this application for funding is:

- NOT being made on behalf of an Industrial, commercial, or business undertaking
- NOT available for the personal benefit of any individual, proprietor, member or shareholder

Applicant Signature

Applicant Title & Organization

Applicant Name (Print)

Date Signed