

# 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 individuals and not-for-profit community groups.

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

## How to apply:

Any individual 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 [siprc.cd@gmail.com](mailto:siprc.cd@gmail.com).

## When to apply:

- **Regular Applications (submitted before January 31):** Applications received before January 31 of the year of application 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.
- **Late 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:** Applicants are required to publicize to the community all programs, activities, and events funded by the Commission.
- **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. Reports must be submitted no later December 31st of the year in which the application for funding was approved.

### Tips for a successful application:

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

- is consistent with the 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
- provides no individual benefit to any person, including remuneration for sponsors, organizers and volunteers (honoraria for participants with special skills and knowledge essential to the program may be funded)
- is affiliated with a Saturna Island community organization
- if the applicant has obtained/sought additional funding (e.g., fees, fundraising, ticket sales, donations, etc.)

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 the guidelines carefully.
- Applicants will be contacted if more information is required.
- Applicants are welcome (but 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, so keep all receipts and records of spending. 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 2026 Recreation Program

Please send completed form by January 31, 2026, to [siprc.cd@gmail.com](mailto:siprc.cd@gmail.com)  
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	
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Will it meet the recreation interests of a broad range of community members?	Yes		No	
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Please explain.

Will it use Saturna resources first?	Yes		No	
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Please provide details.

Will the funding provide individual benefit to any person, including remuneration for sponsors, organizers or volunteers?	Yes		No	
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**Note:** An honorarium is a nominal amount provided voluntarily as a token of appreciation or “thank you.” The amount is not set by the recipient (and not known by them in advance). In contrast, a fee for service is generally a fixed amount set by the organization or individual providing the service.

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	
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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?**

**Note:** If your activity requires equipment that is not already available on Saturna for public use, please submit your funding application through an established Saturna organization (e.g., the Saturna Island Recreation and Cultural Centre Society, the Saturna Community Club) that will hold custody of the equipment on behalf of the Commission.

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

**Recreation Funding Applications must be received by January 31, 2026**

**Do you have questions? Contact the Chair at [siprc.cd@gmail.com](mailto:siprc.cd@gmail.com)**

## 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		
Materials and Supplies		
Volunteer Expenses		
Equipment		
Other		
TOTAL		
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

If the program is part of ongoing work by a Society or Group please attach a full annual budget for the Society or 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 [siprc.cd@gmail.com](mailto:siprc.cd@gmail.com).

## 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

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Applicant Signature

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Applicant Title & Organization

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Applicant Name (Print)

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Date Signed