

2021 COVID Hardship Grant Intake

City of Williams Lake Council is pleased to announce the establishment of ten grants in the amount of \$2,500 each for non-profit community organizations located within or directly benefitting Williams Lake, experiencing hardship as a result of the pandemic.

This funding is allocated from the Province's COVID-19 Safe Restart Grant for local governments, and is to be used for **capital** expenses.

To download the application form, please go to the City's website at:

<https://www.williamslake.ca/CivicAlerts.aspx?AID=573>.

Applications are considered on a first come, first served basis and can be submitted to corporateservices@williamslake.ca or delivered to City Hall.

For more information, contact Vitali Kozubenko, Chief Financial Officer at 250.392.1777 or vkozubenko@williamslake.ca.



CITY OF WILLIAMS LAKE GRANT-IN-AID APPLICATION (ADAPTED FOR COVID HARDSHIP GRANTS ONLY)

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 to be submitted to the City of Williams Lake, 450 Mart Street, V2G 1N3.

THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 30TH

Late applications will not be considered.

DEADLINE WAIVED FOR COVID GRANTS

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 - **WAIVED FOR COVID GRANTS**
- Demonstrate financial need; and - **HARDSHIP AS A RESULT OF PANDEMIC**
- 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 agency; or
- Support a Provincial or National fundraising campaign; and
- 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 events or one-time funding for ongoing events to boost temporary diminishing support; - **NOT AVAILABLE FOR COVID GRANTS**
3. **Special Project** – one-time special project, program or activity - **NOT AVAILABLE FOR COVID GRANTS**

Grants-in-Aid will not be provided to support ongoing normal operations, wages and expenses of the requesting organizations.

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): _____

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

Previous Year Grant from City (if applicable) \$ _____

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

Current Grant Requested from City \$ _____

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? **HARDSHIP AS A RESULT OF PANDEMIC?** _____

4. Who does your organization serve? (% of clients from City, % of clients from outside of the City)

5. Does your organization receive a rental subsidy from the City? 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 owned facilities? If so, which ones? _____

8. How will you indicate that the City is contributing to your organization?

Project Summary Sheet

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

BRIEF DESCRIPTION OF PROPOSED USE OF GRANT BEING APPLIED FOR: _____

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

Is your application for a: _____

- A. a seed grant for a new event / ongoing event with temporary diminished support
- B. a special project, program or activity; or
- C. a special capital expenditure **ONLY THIS GRANT IS AVAILABLE**

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? _____

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

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. _____

Please provide a detailed financial budget for the project. _____

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.

President/Chairperson