



# 2019 GRANT APPLICATION & FUNDING CRITERIA

## Criteria for Grant Funds

Please read the complete *Criteria for Grant Funds* attached to this application prior to making your submission.

### Application for Project Grant

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Website \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Title of Proposed Project \_\_\_\_\_

Commencement Date \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Scheduled Completion Date \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

Please indicate whether this is a multi-year project and, if so, provide annual project costs as well as the total project cost, including a break-down of cash flow.

\_\_\_\_\_  
\_\_\_\_\_

#### **PLEASE SUPPLY AS ATTACHMENTS:**

- Summary of proposed project, including objectives and desired outcomes (250 words or less)
- Timeline and description of activities planned to complete project
- Benefit to the recreational boating industry in BC
- Budget details:
  - Amount requested from Boating BC, amount requested from other agency's or partners and the amount already committed to the project from all sources
  - Breakdown of expenditures for project, including estimated dates that funds will be required.
- Proof of permits or other require approvals.
- Details of applicant's public relations and communications plan in support of the project
- Plan for on-going support or maintenance of project (if required)
- Information about your organization:
  - Audited financial statements for the previous full year
  - List of Board of Directors
  - Insurance policies
  - Brief description of the purpose and work of your organization
  - Previous year's Annual General Meeting minutes
  - If relevant, a list of projects recently undertaken by your organization and supporting agencies or partners.

## Funding Agreement

Should Boating BC fund this project, the applicant hereby agrees to be bound by the provisions of the *Criteria for Funding Grants* and to provide a project report to Boating BC by Friday, November 29, 2019. Content required for the final report is outlined in the *Criteria for Funding Grants*, and applications for continued or future grants will not be considered if a project report for a previous year's grant has not been received within the required timeframe.

*It is hereby acknowledged that the Funding Agreement forms part of the application and accordingly, the applicant and authorized personnel by execution and delivery of the application agree to be bound by the terms and conditions thereof.*

Organization \_\_\_\_\_ Date \_\_\_\_\_

Per Authorized personnel (Signature) \_\_\_\_\_

Title \_\_\_\_\_

Per Authorized personnel (Signature) \_\_\_\_\_

Title \_\_\_\_\_

*Please keep a copy of this agreement, as well as a copy of the completed application and the Criteria for Funding Grants. Boating BC Association retains the right to cancel any funding program without cause or recourse.*

Please submit signed applications by email, courier or mail to:

**Boating BC Association**  
1280-21331 Gordon Way  
Richmond, BC V6W 1J9  
t: 604.238.7500  
e: [info@boatingbc.ca](mailto:info@boatingbc.ca)  
[www.boatingbc.ca](http://www.boatingbc.ca)

## CRITERIA FOR GRANT FUNDS

It is important that applicants carefully read the *Criteria for Grant Funds* prior to completing the application form.

### GENERAL OBJECTIVES

One of Boating BC's mandates is to distribute funds made available through proceeds from the Vancouver International Boat Show. Funds are invested with not-for-profit organizations in support of initiatives that will positively impact recreational boating in BC.

Boating BC Association expects that projects funded be consistent with at least one of the following objectives of the Association:

- To facilitate and/or improve access to recreational boating in BC.
- To stimulate knowledge and education of aspects of the recreational boating industry.
- To promote, improve or advance boating interests in BC, including participation in boating and environmental stewardship of BC's waters.

### CRITERIA FOR GRANT FUNDS

To meet the requirements for funding, the grant applicant must:

- Be a not-for profit organization that is incorporated under the British Columbia Societies Act, Industry Canada or Canadian Charities Directorate.
- Have raised 50% of the total funds from sources other than Boating BC and have all permits or other approvals in place.
- Be seeking funding for a capital purchase in British Columbia that supports recreational boating.
- Boating BC will only make grant commitments, multi-year grant requests will not be considered. However, applications may be submitted for the same project annually.
- Boating BC will consider grant applications up to \$2,500.

### TYPES OF PROJECTS SUPPORTED

Boating BC Association supports projects consistent with the general objectives of the Association in the broad area of boating, fishing and other outdoor water activities. It also supports projects related to education and training, safety, environmental stewardship, and community benefit.

The Boating BC Board endeavors to fund worthwhile projects on a matching fund basis in cooperation with other agencies. Support from other sources may provide additional evidence of the project's value.

### ELIGIBILITY

Boating BC reserves the right to determine, in its sole discretion, the eligibility of any individual, organization or project for support. The following criteria are material to any funding request.

1. At the time of the application and during the grant period, a recipient must maintain and provide evidence of its status as a non-taxable entity.
2. Liability insurance.
3. Boating BC does not fund work performed by private consulting firms.

### EXCEPTIONS

The Boating BC Board of Directors reserves the right to grant an exception to any of the criteria outlined in this policy should an opportunity be presented that the board determines will add significant value to the recreational boating industry in BC or work in a meaningful way to advance the strategic pillars of the association.

## CRITERIA FOR GRANT FUNDS CONT'D

### ASSESSMENT PROCEDURES

The members of the Boating BC Board of Directors are drawn from a variety of sectors and geographical regions within British Columbia's recreational boating industry. In accordance with their mandate, the Board seeks out and funds projects on the basis of region and activity relating directly to the interests of the Association's membership and the recreational marine industry in BC.

Applications will be reviewed and assessed with the following principles in mind:

- Amount of funding already committed from other sources.
- Completeness of application and details of the project and budget.
- The project's significance in relation to the stated objectives of the Association.

### APPLICATION PACKAGE

One copy of all communication, including a completed application form, letters, financial statements, reports, pamphlets and other documents must be collated with the covering letter placed on top. Applications may be submitted through regular mail, courier or electronically.

### DEADLINE

The Boating BC Board of Directors meets monthly, however grant applications will only be reviewed once or twice annually as determined by the board. Completed applications must be received at the Boating BC offices of by the deadline date as identified by the office and listed on the Association's website [www.boatingbc.ca](http://www.boatingbc.ca).

No application will be considered if not completed in accordance with the instructions herein.

Execution of the application constitutes acceptance of the responsibility for complying with the granting conditions described herein.

The applicant agreement is an integral part of the application and must be signed and forwarded with the application.

Boating BC requires that the application form be completed in full and directs the applicant to consider the provision of the following information:

1. All applications will be subject to a rigorous review and should be written with this in mind. Applicants are expected to state a realistic budget and to hold to the pattern of spending described. They should be aware of the necessity for accurate accounting. Inflation of costs undermines credibility.
2. As Boating BC awards on a matching fund basis, it is mandatory to record applications made to other agencies, and commitments received.
3. A complete application must include information on the agency submitting the proposal with supporting background data, latest audited financial statements, a list of the board of directors, and any other information to assist Boating BC in understanding the operations of the organization.

**NOTE:** If the project is of interest to Boating BC, a more detailed request and/or personal visit to the site, with those involved may be requested.

## CRITERIA FOR GRANT FUNDS CONT'D

### **NOTIFICATION OF DECISION**

Each applicant will receive a letter of notification of decision. Boating BC Association does not advise unsuccessful grant applicants of the rationale for the Association's decision.

### **PUBLIC RELATIONS + COMMUNICATIONS: ACKNOWLEDGEMENT OF BOATING BC'S SUPPORT**

The Boating BC application requires details for a public relations and communications plan that acknowledges the Association's support and contribution to the project. It is the responsibility of each grant recipient to consider the participation by Boating BC in all openings, ceremonies, presentations and press conferences so that recognition can be given to Boating BC's support and contribution.

Boating BC regularly provides updates and news to its members and the public covering the activities of the Association. As well, Boating BC uses grant information in boating-related magazines and in the VIBS show guide. Consequently, Boating BC will request not fewer than two photos (electronic format) featuring the project and its participants. Such requests may be submitted at any time during the period of the award or upon its completion.

Your assistance is very much appreciated and will ensure that Boating BC is able to provide support to projects such as yours in the future.

### **REGULATIONS ON THE USE OF GRANT FUNDS**

Boating BC grants are to cover project expenditures incurred during the 12-month period of the grant as outlined in the application.

1. Funds are not normally awarded to cover banquets, receptions, symposia, meetings, travel or the purchase of power vehicles. (Consideration will be given to rentals of power vehicles on a short-term basis.)
2. Boating BC grants are to fund the project as approved. Modification of the project will not be permitted without prior written consent of Boating BC. Boating BC shall retain the right to cancel and request the return of monies awarded in the event of unauthorized modification of the project.
3. Applicants must define what tangible and important results will be achieved by the project, making reference to the objectives of Boating BC as outlined.
4. Boating BC grants cover project expenditures on a 12-month basis from the effective date of the grant. Administrative or on-going overhead costs of the organization are not normally supported – nor are any handling or administrative charges.
5. Grants are not to be used for any part of the salary of the grantee or his family.
6. Boating BC retains the right to enforce any or all of the terms or conditions pursuant to which any grant may be made.
7. The funding of all grant applications (whether accepted or not) shall remain contingent upon Boating BC funding availability for such purposes.

### **ACCOUNTING PROCEDURES**

The Boating BC grant recipient is the ultimate spending authority and thus must authorize all charges against the award. Boating BC requires a statement of expenditure covering expenditures and funds committed. The statement is due within 90 days after the 12-month period of the grant. Any balance remaining must be returned to Boating BC immediately.

Grant recipients are required to provide details of expenditures for services, equipment and other project cost components.

### **IMPORTANCE OF PROJECT REPORT**

**A project report (with photographs and communications material) on any work funded is due by November 29, 2019.** The report should include the acknowledgement Boating BC received in the project, expenditures, an analysis of success against the initial objectives and any other relevant content. In the absence of such a project report, future applications from the recipient and sponsoring institution will not be considered.

### **LIABILITY**

Applicants, and the institutions and organizations that they represent or by which they are employed, assume entire responsibility for the carrying out of their project and for the results thereof. Boating BC does not, by the grant of funds, acknowledge the efficacy of the methods to be adopted in the project or that they will be in compliance with applicable law, and by associating itself with the project by means of financial support, Boating BC does not warrant the validity of the results or that the results will be beneficial.

By accepting a grant of funds, the applicant and his institution or organization release, absolve and agree to indemnify Boating BC and their respective directors and officers from and against any and all liability, damages, costs and expenses arising from any injury or damage whatever that may be suffered or incurred by any individual, firm, or corporation or agency and which is caused or contributed to, directly or indirectly, by the operations of the applicant, his institution or organization or by the use and application of the grant of funds. Acceptance of the grant indicates an agreement to all of this.

### **PAYMENT SCHEDULE**

Boating BC attempts to coordinate the disbursement of funds with the project expenditure schedule. To do this, Boating BC will require a timetable of expenditures noted on the application. This schedule and any other requirement requested in the terms of the acceptance of the grant will be required before funds are disbursed.

### **CONDITIONS**

All grants are subject to periodic review not less than twice a year by Boating BC. Notwithstanding notification to the recipient of acceptance of the application, Boating BC shall retain the right to cancel any funding program without cause or recourse.

Direct all correspondence to:

**Boating BC Association**  
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t: 604.238.7500  
e: [info@boatingbc.ca](mailto:info@boatingbc.ca)  
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