

**Submission Deadlines: Round 1 – February 28, Round 2 – September 30**

**PLEASE NOTE:** This application form is for the **City of North Vancouver** only.

The District of West Vancouver's separate Community Grants Program can be found at:  
<https://westvancouver.ca/be-involved/grants-awards/community-grants>.

The District of North Vancouver's separate Community Grants Program can be found at:  
<https://www.dnv.org/programs-and-services/municipal-community-grants>

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court of agent duly authorized under another Act.

**Before completing this form, please refer to the  
CITY OF NORTH VANCOUVER COMMUNITY GRANT GUIDELINES**

# Operating Grant Application Form

Applicant Summary	
Organization Name:	
Amount Requested from CNV:	\$
Why is Operating funding needed? Identify specifically how this funding will be used. (Maximum 100 words)	
How many individuals in the City of North Vancouver did your organization serve <i>directly</i> last year? <sup>1</sup>	
What is the <b>proportion</b> (%) of individuals in the City of North Vancouver that your organization served last year? <sup>2</sup>	

<sup>1</sup> e.g. Your organization may *directly* serve a single mother, her children may benefit *indirectly*.

<sup>2</sup> e.g. If your organization served 100 people overall, and 10 of them were in North Vancouver, your response would be 10% (enter as .10).

<p>What is the <b>proportion</b> (%) of individuals on the North Shore that your organization served last year? North Shore includes City of North Vancouver plus other North Shore jurisdictions.</p>	
<p>What is the of <b>proportion</b> (%) individuals in British Columbia that your organization served last year?</p>	
<p>How much City of North Vancouver grant money was <b>received</b> last year?</p>	
<p>How much City of North Vancouver grant money was <b>applied</b> for last year?</p>	
<p>Explain how you calculate the number of individuals directly served. (Maximum 50 words)</p>	
<p>Please identify the specific criteria you will use to evaluate your organization’s results and how you measure success. How does your organization evaluate the goals and objectives set out by your Board, e.g. strategic planning, outside accreditation, surveys, etc. (Maximum 100 words)</p>	

<b>Operating Budget</b>			
For your Fiscal Year commencing:			
		<b>Is Funding Confirmed?</b>	
<b>Revenue</b>	<b>Amount</b>	<b>Yes</b>	<b>No</b>
City of North Vancouver	\$		
Other North Shore municipalities	\$		
<b>Additional revenue sources</b> (e.g. Gaming, Donations, Provincial, Federal)			
	\$		
	\$		
	\$		
<b>In-kind Sources</b>			
<b>Total Income</b>	<b>\$</b>		
<b>Expenses</b>			
			<b>Amount \$</b>
Salaries, benefits, mandatory employment costs			
Contract fees			
Other costs (please specify):			
<b>Total Operating Expenses</b>			<b>\$</b>

If your organization received a Permissive Tax Exemption from the City of North Vancouver please indicate the amount here: \$

### Conditions of Funding

Please refer to the City of North Vancouver Community Grants Guidelines for all conditions of funding. Note that unused funds provided by the City for the purposes described in the application form must be returned. If the application form contains misrepresentations, the full amount of the grant may be repayable to the municipality.

### Signatures

We certify that, to the best of our knowledge, the information provided in this City of North Vancouver Community Grant request is accurate and complete and is endorsed by the organization which we represent.

We certify that, to the best of our knowledge, the organization that we represent is a society in good standing and is up-to-date with annual report filings.

If our organization receives a City of North Vancouver Community Grant we agree to the conditions set out above and to any other conditions approved by Council.

\_\_\_\_\_  
Executive Director – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Board Chair or Signing Officer – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name