

**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**

# Program Grant Application Form

Please submit separate application forms for **each program** for which a grant is requested.

Applicant Summary				
Organization Name:				
Title of Program you are requesting funding for:				
Amount Requested from City of North Vancouver:	\$			
Is this a new program?	Yes		No	
Brief summary of program: (maximum 150 words)				

How many individuals <u>in the City of North Vancouver</u> did this program serve <i>directly</i> <sup>1</sup> last year?	
What is the <b>proportion</b> (%) of individuals <u>in the City of North Vancouver</u> that your organization served last year? <sup>2</sup>	
What is the <b>proportion</b> (%) of individuals <u>on the North Shore</u> that your organization served last year? North Shore includes City of North Vancouver plus other North Shore jurisdictions.	
What is the <b>proportion</b> of individuals <u>in British Columbia</u> that your organization served last year? (i.e. x% of total individuals served)	
How much City of North Vancouver grant money was <i>received</i> for this program last year?	
How much City of North Vancouver grant money was <i>applied</i> for last year for this program?	
<b>Program Proposal</b>	
1. How will the program funding be spent? (Maximum 100 words)	
2. Who are your primary and secondary target groups for this program? (Maximum 100 words)	
3. Have you formed any partnerships for this program? If yes:	
Partner Organization & Contact Name	Nature of partnership

<sup>1</sup> e.g. You 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).

If no partnerships, why? (Maximum 50 words)

4. If you applied for and received funding for this program last year, what were the specific outcomes of that program? Please provide quantitative and qualitative information. (Maximum 150 words)

5. Please identify the specific criteria you will use to evaluate your program's results and how you will measure success. (Maximum 150 words)

6. Please describe any changes you have made to your program over the past year.  
(Maximum 150 words)

7. If you did not receive the amount of money requested last year, what was the impact to the program? (Maximum 150 words)

8. If this is a new program, what impact will it have on the program if full funding is not received? (Maximum 100 words)

Program Proposal			
Please indicate program start and end dates or fiscal start date as appropriate.	Start	End	
		Is Funding Confirmed?	
<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>Expenses</b>			<b>Amount \$</b>
Salaries, benefits, mandatory employment costs			
Contract fees			
Other costs (please specify):			
<b>Total Operating Expenses</b>			\$
If your organization received a Permissive Tax Exemption from the City of North Vancouver please indicate the amount. \$			

## Conditions of Funding

Please refer to the City of North Vancouver Community Grants Guidelines for all conditions of funding. Note that unused community grant 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.

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Executive Director – Signature

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Date

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Print Name

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Board Chair or Signing Officer – Signature

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Date

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Print Name