

GOVERNMENT TRANSFERS PROGRAM

PROGRAM GUIDE

Introduction

The Northern Rockies Regional Municipality (NRRM) provides grants to local non-profit organizations to support projects, programs, and services that benefit the community. These grants help improve quality of life, strengthen the local economy, support community well-being, and protect the environment by funding initiatives that align with the NRRM's strategic priorities.

Purpose

- Support local non-profit organizations that provide programs, services, and projects benefiting the Northern Rockies community.
- Fund initiatives that align with Council's strategic priorities and improve quality of life, community well-being, the local economy, and the environment.
- Complement other funding sources by helping organizations deliver projects and services that might not otherwise be possible.
- Strengthen the long-term sustainability of community organizations while expanding services and opportunities beyond the NRRM's core municipal services.

Eligibility Criteria

Applicants must:

- Be a non-profit organization, or newly created organization (established within the past 12 months), in good standing with the BC Registrar of Societies.
- Be based in the Northern Rockies Regional Municipality (NRRM).
- Provide projects/services that align with NRRM's strategic priorities and is open to the public, or have membership that is open to the public.
- Comply with all applicable legislation, Council policies, and bylaws, including the *BC Human Rights Code* and *Criminal Code of Canada*.
- Be in good financial and legal standing with NRRM and have fulfilled all obligations from previous funding agreements.
- Demonstrate a commitment to equity and accessibility in organizational activities.
- Demonstrate that NRRM funding will supplement, rather than replace, other sources of revenue.
- Be willing to enter into a funding agreement with defined terms and conditions (see Draft Funding Agreement for reference).

Types of Grants

1. **Operating Grants:** Support organizational mandates and related services (e.g., wages, utilities, rent).
2. **Event Grants:** Fund specific community or cultural events (e.g., venue rental, speaker fees).
3. **Capital Grants:** One-time support for remodeling, expansion, or equipment purchase (excluding new property/facilities).

Ineligible Activities and Costs

- For-profit/commercial activities, inventory for resale.
- Denominational religious/worship activities.
- Provincial/national organizations without a local service focus.
- Land/facility purchases or improvements.
- Sponsorships tied to marketing benefits.
- Activities funded by other governments.
- Fundraising costs, tobacco/alcohol/cannabis purchases, debt repayment, reserve fund contributions without policy, and NRRM in-kind contributions (covered under [Northern Rockies Community Facility Fee Waiver Policy](#)).
- Costs not directly associated with the approved project/service.
- Debt/deficit repayment, reinvestment of unused grant revenue or contribution to reserve funds without a guiding reserve fund policy acceptable to the NRRM.
- Costs incurred prior to program approval.

Funding Levels & Application Deadlines

If you're applying for...	Intakes are open...	Application Deadlines are...	NRRM can fund...	You must provide...
Up to \$5,000	4 times per year	January 31 April 30 July 31 October 31	Up to 30% of your total project cost	At least 70% from other revenue sources
\$5,001-\$15,000	2 times per year	April 30 October 31	Up to 30% of your total project cost	At least 70% from other revenue sources
More than \$15,000	Once per year	Last Friday in September	Supplemental funding only*	Proof that other funding has been secured

**NRRM funding is intended to support, not fully fund, a project or service.*

- Notification of awards follows the next scheduled Council meeting after deadlines (or by Nov 30 for >\$15,000 grants).

Schedule of Disbursements and Reporting

Grant Amount	Grant Type	Disbursement Schedule	Reporting Requirements
Up to \$5,000	Operating, Event and Capital	100% of the approved grant will be disbursed within 30 days of receipt of the signed Funding Agreement.	Final Report: Submit within 45 days of project completion.
\$5,001-\$15,000	Operating	75% of the approved grant will be disbursed within 30 days of receipt of the signed Funding Agreement. The remaining 25% will be disbursed within 30 days of approval of the Final Report.	Progress Report: Submit as outlined in the Funding Agreement. Final Report: Submit within 45 days of project completion.
\$5,001-\$15,000	Event and Capital	75% of the approved grant will be disbursed within 30 days of receipt of the signed Funding Agreement. The remaining 25% will be disbursed within 30 days of approval of the Final Report.	Final Report: Submit within 45 days of project completion.
Over \$15,000	Operating, Event and Capital	Payment schedule will be established in the Funding Agreement. Disbursements may be made in installments and are subject to satisfactory progress reporting.	Progress Report(s) and Final Report: Submit as outlined in the Funding Agreement.

Application & Review Process

- Apply online using the [NRRM Government Transfers Application](#).
- If you prefer, you can submit a paper application. [Download a copy](#) or pick one up at the Town Office.
- Municipal staff will review your application to make sure it is complete and meets the eligibility requirements.
- Applications requesting **\$5,000 or less** are approved by staff. Applications requesting **more than \$5,000** are reviewed by Regional Council.
- Applications received after the deadline will not be considered but can be resubmitted at the next intake.
- Council may approve less funding than requested so more community projects can be supported.
- If your application is not approved, you may request a review by emailing grants@northernrockies.ca

Evaluation Criteria

Applications are assessed based on whether they:

- Address a demonstrated need in the community.
- Support the NRRM's strategic priorities.
- Have clear goals and a well-planned project or service.
- Do not duplicate existing programs or services.
- Benefit residents of the Northern Rockies.
- Create positive social, economic, cultural, recreational, or tourism benefits.
- Show efforts to secure funding from other sources.
- Have the leadership, experience, and resources needed to successfully deliver the project or service.

Monitoring & Reporting

Funding recipients must:

- Enter into a funding agreement with the NRRM
- Agree that the NRRM may publish the organization's name, project or service, and the amount of funding received.
- Submit the required Financial and Summary report(s) to show how the grant funds were used.
- Return any unused funds or funds that were not used for the approved purpose.

Additional Resources

- **About the Government Transfers Program**
 - [Government Transfers Program Policy](#)
 - [Government Transfers Program Application Process Flow Chart](#)
 - Government Transfers Program Frequently Asked Questions
- **To apply to the Government Transfers Program**
 - [Online Application Form](#)
 - [Download Application Form](#)