



GOVERNMENT TRANSFERS PROGRAM APPLICATION

Thank you for applying to the Northern Rockies Regional Municipality Government Transfers Program (GTP). This application should take between 30 minutes to 1 hour to complete. If you have any questions, you can find more information on the GTP [here](#).

Applicants are encouraged to speak with NRRM staff prior to applying by emailing grants@northernrockies.ca or calling 250-774-2541.

If you would like to submit a paper application, you can use this form, or pick one up at the NRRM Offices at 5319-50th Avenue South.

If using the online system, you can save your progress and return to your application at any time using the web address in your browser. You can also share the link with others helping complete the application.

Applicant Contact Information

Name of Organization	
Primary Contact	
Email	
Phone	
Mailing Address	
BC Societies Registration #	
Date Organization Established	

Eligibility Criteria (All Must Apply)

- ☐ Our organization is based in the Northern Rockies Regional Municipality (NRRM).
- ☐ Our proposed project/service aligns with one or more [strategic priorities of the NRRM](#).
- ☐ The project/service is open to the public, or membership in our organization is open to the public.
- ☐ We comply with all applicable legislation, Council policies, NRRM bylaws, BC Human Rights Code, and Criminal Code.
- ☐ Our organization is in good financial and legal standing with the NRRM and has fulfilled all obligations from previous funding awards.
- ☐ The proposed project/service has sources of revenue other than those being requested.

Type of Grant Requested

- ☐ Operating
 - ☐ Capital
 - ☐ Event
-

Operating Grant Request

Operating grants help organizations cover day-to-day costs related to their programs and services. The organization must use the funds for the services identified in the application. Your funding request should equal your total operating expenses minus your other sources of revenue.

What does your organization do? Please describe your main programs, services, or activities.

Tell us who leads your organization (for example: Board of Directors, staff, committees).

Tell us about your staff and volunteers, including who manages day-to-day operations.

How does your organization make services and activities accessible and inclusive to all members of the community?

Tell us how your organization is funded. Include all major sources of revenue such as grants, fundraising, memberships, donations, reserve funds, or earned income).

What is your organization's fiscal period end date? What financial records or statements does your organization prepare each year?

Attachments

Please ensure all of the following documents have been included with your application:

- ☐ Operating Grant [budget template](#)
- ☐ Funding approval letters from other sources
- ☐ Resolution of support from the organization's Board of Directors for the proposed project/service
- ☐ A copy of the most recent, accountant reviewed financial statements **(required only for funding requests over \$5,000)**

Authorization

Please read and confirm the following by selecting the checkbox for each statement:

- ☐ I confirm that the information in this application (including attachments) is complete and that the project proposal accurately reflects our proposed project, plans, and budget.
- ☐ I agree that once funding is approved, any change to the project proposal will require prior approval of the Northern Rockies Regional Municipality.
- ☐ I agree to submit reports to the Northern Rockies Regional Municipality as required if awarded a grant.
- ☐ I understand that the information provided in this application may be accessible under the Freedom of Information and Protection of Privacy Act.
- ☐ I authorize the NRRM to collect and share information needed to review, manage, and monitor this application.
- ☐ I understand that funding successfully awarded through the Northern Rockies Government Transfers Program will not be released until a funding agreement has been signed.

Name (Organization's signing authority)	
Position/Title	
Date application completed	
Signature	

Thank you for your application.

Grant requests of up to \$5,000 are reviewed by staff on a quarterly basis, with the application deadlines being October 31, January 31, April 30, and July 31 each year. Notifications of award will be sent within 14 days of the application deadline.

Grant requests greater than \$5,000 are reviewed by staff and considered by Regional Council, with deadlines for application being October 31 and April 30 annually. Notifications of award will be sent following the next scheduled Regional Council meeting after each deadline.

Grant requests greater than \$15,000 are reviewed by staff and considered by Regional Council with the deadline for application being the last Friday in September annually. Notification of award will be sent by November 30 annually.

If you have questions about the Government Transfers Program, your application, or the review process, please email grants@northernrockies.ca.

Capital Grant Request

Capital Grants are used to provide one-time support for the remodeling or expansion of an **existing** facility, or purchase of equipment. The identified capital items must support the organization's services. Organizations approved for the funding of capital purchases must sign a funding agreement, which may include conditions about how equipment or capital items are managed or disposed of in the future. The acquisition or construction of **new** property or facilities are not eligible.

Capital grant requests are reviewed on a case-by-case basis and may consider long-term operating, maintenance, and replacement costs.

What does your organization do? Please describe your main programs, services, or activities.

Tell us about the capital item or project and how it will support the services/programs you provide.

Tell us about any ongoing costs that the capital item or project will require on a yearly basis.

Will this capital item or project help to make services and activities more accessible and inclusive to all members of the community?

Attachments

Please ensure all of the following documents have been uploaded:

- ☐ Capital Grant [Budget Template](#)
- ☐ Funding approval letters from other sources.
- ☐ Resolution of support from the organization's Board of Directors for the proposed project/service.
- ☐ A copy of the most recent, accountant reviewed financial statements **(required only for funding requests over \$5,000).**
- ☐ Quotes for all expenses listed.

Depending on the scale of the capital project, a business case may be required. If required, we will contact you following the review of your application.

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Event Grant Request

Event grants fund specific community or cultural events that align with Council's strategic priorities. Examples of eligible expenses included equipment or venue rentals for events, speaker fees or honoraria, event insurance.

What does your organization do? Please describe your main programs, services, or activities.

Tell us about the event and how it will support the services/programs you provide.

How will you make your event accessible and inclusive to all members of the community?

Are you partnering with any other organizations or groups in the community to put on this event?

Attachments

Please ensure all of the following documents have been uploaded.

- ☐ Event Grant [Budget Template](#)
- ☐ Funding approval letters from other sources.
- ☐ Resolution of support from the organization's Board of Directors for the proposed project/service.
- ☐ A copy of the most recent, accountant reviewed financial statements **(required only for funding requests over \$5,000).**

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