

GOVERNMENT TRANSFERS PROGRAM FREQUENTLY ASKED QUESTIONS

What is the NRRM Government Transfers Program?

The program provides funding to community-based, non-profit organizations for projects, programs, services, events, and capital improvements that support NRRM strategic priorities and benefit the community.

What are the NRRM Strategic Priorities?

- The NRRM will make informed decisions to ensure the sustainability of our community services and programs by providing and maintaining the appropriate infrastructure to do so.
- The NRRM will incorporate governance practices that support our service delivery, and we will effectively engage with our community and community partners.
- The NRRM will support activities to grow the economy.
- The NRRM will safeguard the health and safety of the land and people through action and innovation while demonstrating leadership, accountability, and integrity.
- The NRRM will promote a physically, mentally, and socially healthy community through diverse, inclusive, and accessible programs, services and spaces we provide both directly and indirectly.

What type of grants are available?

There are three types of grants:

1. **Operating Grants:** Support organizational operations and ongoing services such as wages, rent, utilities, insurance, and program delivery.
2. **Event Grants:** Support specific community or cultural events such as venue rentals, speaker fees, or event-related expenses. *Note: the Community Facility Fee Waiver is separate from the GTP and is available for non-profit organizations' use of municipal facilities for programs and community events.*
3. **Capital Grants:** Provide one-time funding for equipment purchases, renovations, or expansion of existing facilities. New property or facility construction is not eligible.

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 are 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).

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.
- 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).

How often can we apply?

An organization may apply for each of the three grant types (Operating, Capital, and Event) in the same calendar year, but all applications must be submitted during the same intake. An organization can only receive GTP funding once per calendar year. If an application is unsuccessful, the organization may reapply during a subsequent intake in the same calendar year.

How do we apply?

- 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 (5319 50th Avenue South).

Can we save the online application and return to it later?

Yes. The online application allows applicants to return to a partially completed application using the application URL.

What information will we need to provide?

Depending on the grant type, applicants may need to provide:

- Organizational information
- Leadership and governance structure
- Description of services or programs
- Financial information
- Detailed budgets
- Revenue sources
- Quotes
- Business cases
- Board resolutions
- Funding approval letters from other funding sources

What financial statements are required?

Grant applicants must provide their most recent accountant-reviewed financial statements. Financial statements are the formal records of the financial activities and position of the organization. They include:

- A balance sheet, which shows assets, liabilities and equity at year end,
- A statement of income, which shows the results of operations for the year,
- A statement of retained earnings, which summarizes changes in retained earnings during the year,
- A statement of cash flows, which shows operating, investing, and financing activities, and how these activities affect the cash position, and
- Notes to the financial statements, which are an integral part of the financial statements, and which provide additional explanations and details concerning financial statement items.

What does “accountant-reviewed” mean? What if our organization does not have an accountant reviewing our financials?

Accountant-reviewed financial statements are financial statements that have been reviewed by a Chartered Professional Accountant (CPA). A review provides limited assurance and involves fewer procedures than an audit. The CPA does not provide the same level of assurance as an audit, but does assess whether anything has come to their attention indicating that the financial statements may not be prepared appropriately.

If your organization does not currently have accountant-reviewed financial statements, you may include the cost of having them prepared in your application.

What is a Board Resolution?

A Board Resolution is a formal motion approved by your Board of Directors supporting the application. The signed resolution must be included with the application.

Who reviews and approves the applications?

The applications are first reviewed for completeness and core eligibility. NRRM staff then review the applications using an evaluation framework. Grants up to \$5,000 can be approved by staff. Grants over \$5,001 are referred to Regional Council for consideration.

Can Council approve less than the amount requested?

Yes. Council may reduce grant amounts to support a broader range of community initiatives.

Will we need to sign an agreement?

Yes. Successful applicants must sign a Funding Agreement before funds are released. This helps to make sure that both NRRM and the organization understand and agree on the terms of the funding.

If successful, when will we get the funds?

This depends on the type and amount of the grant. Smaller grants are generally paid as a lump sum, while larger grants may be paid in installments. This is all clearly outlined in the Funding Agreement.

What reporting is required?

All successful applicants must submit a final summary and financial report. Larger grants also require progress or quarterly reports. All reporting requirements are detailed in the funding agreement. If you need help completing your report, please contact us.

What makes a strong application?

- Clearly explain the community need
- Align with NRRM strategic priorities
- Show strong planning and budgeting
- Demonstrate other funding sources
- Avoid duplicating existing services
- Show measurable community benefits
- Demonstrate organizational capacity and leadership

How can we improve our chance of success?

- Start early
- Use clear and plain language
- Provide realistic budgets
- Include complete supporting documents
- Clearly explain community impact
- Demonstrate partnerships and other funding support
- Ensure that all requested information is included before submission

Additional Resources

About the Government Transfers Program

- [Government Transfers Program Policy](#)
- [Government Transfers Program Application Process Flow Chart](#)

To apply to the Government Transfers Program

- [Online Application Form](#)
- [Download Application Form](#)