



# COLUMBIA SHUSWAP REGIONAL DISTRICT

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## GRANT-IN-AID APPLICATION INSTRUCTIONS

### General

- The application must be fully completed and provide sufficient documentation to justify the Grant-in-aid requested.
- The application must provide evidence of how the applicant benefits the community generally, and how the assistance being requested from the CSRD would benefit the community specifically.
- The application form must be signed by a duly authorized individual on behalf of the organization, and submitted to the Manager, Financial Services.

### Organizational Information

Please ensure that the name and contact information for the Organization is complete and accurate, as we will need to know who to contact for more information, and payment of approved grants will be made to the Organization as named on the Grant-in-Aid application. The “Executive Director or contact person” is the individual within your organization who is familiar with the application and is the person who we will contact should we require further information or clarification.

### Project Description

In this section you will describe the nature of the project for which you are requesting Grant-in-Aid funding, and how it will benefit the community. Please ensure you identify all areas which will benefit from this project, including CSRD rural and municipal areas, and any areas outside of the CSRD.

### Financial Information

In order to evaluate the need for financial assistance, we need to ask for financial information that justifies the Grant-in-Aid being requested. We require a detailed project budget which identifies all sources of funding for the project. This section also requests details of all grants received from both the CSRD and other funding agencies for the past three years. For applications in excess of \$2,000 we will require financial statements and a projected budget for the Organization, as outlined in item 25 – applications submitted without this supporting documentation will be considered incomplete.

#### ELECTORAL AREAS

A GOLDEN-COLUMBIA  
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP  
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA  
F NORTH SHUSWAP-SEYMOUR ARM

#### MUNICIPALITIES

GOLDEN  
REVELSTOKE

SALMON ARM  
SICAMOUS