



# Capital Re-Investment Fund

Funding Program Guidelines  
Master Copy

Information and Funding Application Package

Application Deadline: August 15, 2008

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## **What is the Capital Re-Investment Fund?**

### **Background**

The Bow RiversEdge Campground Society wishes to invest the Annual Profits from the Campground back into our Communities. (Town of Cochrane & Municipal District of Rocky View #44) These funds aim to assist community-based organizations to conduct projects, events and activities in developing and enhancing our Community.

The Capital Re-Investment Fund (CRI) is a grant based program which provides funding in the categories of sport and recreation, cultural & the arts, sustainable development and community services.

Each year specific strategic objectives for the coming twelve months, commencing November 1<sup>st</sup> are adopted in these categories (see Fund Categories-Objectives and Priorities). Eligible organizations are invited to apply for grants to support projects, activities and events relevant to those objectives.

These guidelines are available electronically via the BREC website on [www.bowriversedge.com](http://www.bowriversedge.com)

### Contact Officers

Bow RiversEdge Campground Society

## **Who is Eligible for Funding?**

Grants will only be provided to not-for-profit organizations.

Eligible organizations will generally be located within the Town of Cochrane and surrounding Municipal District of Rocky View #44. In some instances, organizations with a wider membership base may be considered, provided the goals are objectives are aimed primarily at our Community or the proposed project, activity or event will take place within our Community.

Individuals will only be considered for funding if they have a sponsoring organization prepared to manage the funds on their behalf and they can demonstrate specific benefits to the Community. Individuals must reside within our Community.

## **What Projects, Events and/or Activities are Eligible?**

Consideration will be given to funding the following:

1. Capital project and items;
2. “One-of” projects, activities or events;
3. Seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period.
4. Projects, activities or events where all other potential sources of funding have been exhausted or are not available.
5. Leveraging of the potential monies received is encouraged
6. Committee projects that might be initiated by our Cochrane Community Municipalities where no Community Association is in place.

Capital Re-Investment Committee **will not** fund the following:

1. Deficit funding – for organizations which are experiencing a shortfall in cash revenue or anticipate revenue;
2. Salaries and on-going Operational Costs;
3. More than one request for funding in a twelve month period (Financial Year January 1<sup>st</sup> – December 31<sup>st</sup>);
4. Individuals, unless they are sponsored by an eligible organization and are residents of our Community.
5. “For Profit” organizations.

## **How are the Applications Assessed?**

Application will be assessed against the following factors:

1. All eligibility criteria for funding are met;
2. The application supports the vision, mission, values and strategic direction of the Funding Committee;
3. The application addresses the funding objectives and identified priorities of the relevant fund category;
4. Value for money;
5. Demonstrated need;
6. Additional support from other organizations either cash or kind;
7. Appropriate accountability processes being in place;
8. Inclusion of all relevant documentation; and
9. Compliance with the Funding Program Policies and Guidelines.

## **What are the Conditions of Funding?**

Organizations seeking funds through this program must be prepared to sign a Funding Agreement in the event that their application is successful.

- Successful organizations must be prepared to complete all required documents, such as the funding agreements within a set time schedule.

For all Grants, it is a requirement that Formal Financial Summary together with a report outlying the success of the project in meeting its objectives is provided. For large grants, BRECS/CRI may require a formal audited financial statement.

It is expected the BREC/CRI will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may be given to use the BREC logo where appropriate.

Canvassing of Fund Members is discouraged.

## **How Do I Apply?**

### **General Application Information**

BREC/CRI must receive your application by no later than 5:00pm on the Advertised Due Date, Applications received after this date will not be considered.

Your Application is to be typed, using the appropriate application forms in the Guidelines and incorporate separate attachments where necessary.

While organizations may submit more than one application per annum, only one application per organization will be funded in any financial year (January 1 to December 31). Organizations wishing to submit more that one application should prioritize their applications.

Applicants will be advised of the outcome of their application within tow months of the closing date of applications. All applications are approved by the CRI Committee on their recommendations.

### **Steps for Applying for Funds**

- Determine if your organization is eligible.
  
- Determine which category of funding you are seeking. The categories are listed in the introduction to these guidelines.
  
- Ensure that you have the agreement of your organization to apply for the funds.
  
- Complete your application using the appropriate Application Form and forward to BREC/CRI c/o Bow RiversEdge Campground Mangers.

## GRANT APPLICATION FORM

### Fund Category

- Community Services
- Culture & The Arts
- Sport & Recreation
- Sustainable Development

Please tick One box only

**Priority Number**

(If more than one application)

**Funds Sought:** \$ \_\_\_\_\_.

**Total Project Cost:** \$ \_\_\_\_\_.

**Project Title** \_\_\_\_\_  
**Project Summary** \_\_\_\_\_  
 \_\_\_\_\_

### Applicant Details

**Name of organization** \_\_\_\_\_  
**Address** \_\_\_\_\_  
 \_\_\_\_\_

### Project Coordinator(s) or Contact Person(s)

| Name | Phone | Fax | Email |
|------|-------|-----|-------|
|      |       |     |       |
|      |       |     |       |

**Purpose of Organization** \_\_\_\_\_  
 \_\_\_\_\_

### Membership Details

(Number, Average age) \_\_\_\_\_

### List of Officers/Directors

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Tax Information

Is your organization registered for GST? **Yes/No** Date registered for GST?  
 \_\_\_\_\_



Bow RiversEdge Campground Society  
Capital Re-Investment Fund (Forms)

**What is the number of people you expect to have involved in the particular Project, Activity or Event?**

|  |
|--|
|  |
|  |

**Where is this particular Project, Activity or Event going to be held?**

|  |
|--|
|  |
|  |

**Project Goal**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**How does this Project, Event, or Activity assist your organization's objectives?**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**How does this Proposal meet BRECS/CRIF funding Objectives and Priorities?**

|  |
|--|
|  |
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|  |
|  |

Bow RiversEdge Campground Society  
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**Who does this Proposal directly and indirectly benefit and how?**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

**Misc:**

- **How will this project be maintained, (or replaced) will an agreement be required from an outside Jurisdiction?**
  
- **To the best of your Knowledge, will this be the only application for this project that is forwarded to CRI Fund?**

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| Objective | Strategies | Outcome | Key Performance Indicator | By: (Date) | Est. \$ |
|-----------|------------|---------|---------------------------|------------|---------|
| 1         |            |         |                           |            |         |
| 2         |            |         |                           |            |         |
| 3         |            |         |                           |            |         |
| 4         |            |         |                           |            |         |
| 5         |            |         |                           |            |         |

| Example | Objective   | Strategies  | Outcome   | Key Performance Indicators  | By: (Date) | Est. \$ |
|---------|---|---|---|---|------------|---------|
|         | 1 Remove all non-indigenous plants & weeds from Rotary PK | Provide weed identification training for Cochrane High students | A group of 12-13 year olds who can recognize non-indigenous species of plants | 75% of students involved can identify non-indigenous species of plants in Rotary Park | Dec 2007   | \$2,000 |
|         |   | Conduct a series of "weeding weekends" during June              | 100% participation over three weekends in a weeding program                   | 60% of Rotary Park free of non-indigenous weeds                                       | April 2008 | \$3,000 |

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 Capital Re-Investment Fund (Forms)

**PROPOSED BUDGET**

| <b>INCOME</b>  |           |
|--|-----------|
| Your organization's contribution and earned income (sales, tickets, fees)          | <b>\$</b> |
|  |           |
|  |           |
|  |           |
| Your organization's in-kind contribution (labour, materials, time, rent, services) |           |
|  |           |
|  |           |
|  |           |
| Additional funding from other organization's (grants, donations)                   |           |
|  |           |
|  |           |
|  |           |
| Other income (specify)   |           |
|  |           |
|  |           |
|  |           |
| <b>Total Income (A)</b>  |           |
|  |           |

Bow RiversEdge Campground Society  
 Capital Re-Investment Fund (Forms)

|                              |  |
|------------------------------|--|
| <b>EXPENDITURE</b>           |  |
| <b>Administration Costs</b>  |  |
|                              |  |
|                              |  |
|                              |  |
| <b>Capital Costs</b>         |  |
|                              |  |
|                              |  |
|                              |  |
| <b>Operating Costs</b>       |  |
|                              |  |
|                              |  |
|                              |  |
| <b>Other Costs</b>           |  |
|                              |  |
|                              |  |
|                              |  |
| <b>Total Expenditure (B)</b> |  |
|                              |  |

Please attach the following with this application form:

- Financial statement of your organization for the previous financial year
- Organizational Structure
- Certificate of Incorporation
- Additional Information on the proposed Project, Event, or Activities  
Operational plan
- Quotes for budget items
- Any research or documentation to support your application

### **Funding Agreement**

If your organization's funding application is successful, your organization will be required to enter into a formal funding agreement with BRECS/CRIF. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organization and BRECS/CRIF.

### *Authorization*

I, \_\_\_\_\_ (print name) certify that I am a member of the above mentioned organization and authorized to submit this application on behalf of the organization.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_