



# Community Investment Application 2019

How To Use This Form: Save the application to your computer before entering data. Data entered in the online application will not be saved; you must work from the saved file on your computer. Send the completed application by email to [clerk@townofriverview.ca](mailto:clerk@townofriverview.ca) or print and mail to Deputy Town Clerk, Riverview Town Hall, 30 Honour House Court, Riverview, NB E1B 3Y9.

## Application for Annual Grant

The Town of Riverview believes that municipal governments and the local partnerships they form have real power to affect change in the well-being of our communities. Good governance is an attitude and approach to governing based on a shared vision, common values, open processes, networking and collaboration, and respect for those within the municipal government and those they serve. Through a Community Investment Strategy, The Town of Riverview partners and invests in organizations, programs, projects and initiatives that contribute to achieving the community goals and helps us advance towards Riverview's Vision.

## Purpose

The purpose of a Community Investment Strategy this strategy is three fold:

- Improve the wellbeing of individuals, neighbourhoods and the Town of Riverview as a whole through directing Town grants to eligible organizations that can demonstrate their positive contribution to the achievement of the community goals.
- Provide eligible organizations with funding for:
  - Grants
    - Annual Grant program that provides funding towards organization's programs, projects and operational expenses.
  - Sponsorships
    - Funding requests in excess of \$500 for event or tournament hosting, travel subsidies, in-kind assistance or facility discounts.
  - Donations
    - Requests less than \$500 for individual support, event support such as tickets, funding assistance or promotional items, in-kind assistance or facility discounts.
- Ensure the process to review and allocate grant funding is transparent, consistent and achieves the maximum impact for the investment provided.

## Our Vision

**Riverview** is a thriving community that works together to support the prosperity of the local economy, while ensuring a legacy for future generations.

**We** are firmly rooted along the banks of the Petitcodiac River, where healthy, active lifestyles and strong social connections flourish.

**Riverview** is a safe place that celebrates and protects the natural habitats of the Fundy region, the arts and our cultural diversity, while cherishing the quality of life they provide to us.

**DEADLINE FOR APPLICATIONS FOR 2019 FUNDING IS NOVEMBER 30, 2018**

<b>PART ONE: GENERAL INFORMATION</b>		
Name of Applicant Organization:		
Address:		
City:	Postal Code:	Telephone:
Name of Primary Contact:		
Position in Organization:		
Email:		
Name of President or Board Chair:		
<b>Funding Requested</b>		
<p>Annual grants are awarded to organizations for programs, projects or operating expenses. Successful recipients of annual grants will not be eligible for other sponsorships or donations in the same grant year.</p> <p>Total Amount Requested: \$ _____</p>		
<b>Application Checklist</b> (Please use this checklist to ensure that you are returning a completed application)		
<p><input type="checkbox"/> Have you completed Part 1 “General Information” in full?</p> <p><input type="checkbox"/> Have you completed a separate application form for each project, program or initiative you are requesting funding for?</p> <p><input type="checkbox"/> Have you attached a copy of the most current audited or reviewed financial statement for your organization?</p> <p><input type="checkbox"/> Have you completed Part 3 “Financial Information” in full?</p> <p><input type="checkbox"/> Have all appropriate signatures been applied?</p>		

<b>Collection of Information</b>
<p>Personal information, as defined by the NB Right to Information and Protection of Privacy Act (RTIPPA) is collected in accordance with the provisions of RTIPPA. Personal information on this form will be used for the purpose of assessing Community Investment Applications, making decisions about funding allocations, reporting on statistics about the Community Investment program, and to send you updates about the program and allocations. If you have questions about the collection, use, and disclosure of this information, contact the Town of Riverview’s Town Clerk at 506-387-2136 or <a href="mailto:acrummey@townofriverview.ca">acrummey@townofriverview.ca</a>.</p>

**1. What is the main sector your organization serves? Select one.**

- Arts and Culture
- Recreation and Leisure
- Health and Wellness
- Community Engagement
- Other (please specify): \_\_\_\_\_

**2. Are you currently receiving or have you received funding from the Town of Riverview in the last 3 years?**

Year	2015	2016	2017	2018
Grant Received	\$ _____	\$ _____	\$ _____	\$ _____

**3. Are you an incorporated not-for-profit organization?**

- Yes       No

**4. Are you a registered charity?**

- Yes       No

If yes, please provide your charitable number: \_\_\_\_\_

**5. Are you a sporting organization?**

- Yes       No

**6. When was your organization established?**

Year \_\_\_\_\_

**7. Does your organization have a volunteer board of directors or executive?**

- Yes       No

Please list your board/executive members in the table below:

Name	Position

**8. Is your organization in “good standing” with the Town of Riverview?**

Yes       No

If “No”, explain why:

**9. What is the mission and mandate of your organization? In your answer please also include details of your main activities and the people who benefit from these activities. (Use 250 words or less)**

**PART TWO: ANNUAL GRANT APPLICATION**

**1. Which of the Community Priority Areas does your project, program or organization positively contribute to? (Check all that apply)**

The Riverview Grant program is designed to support community goals. These goals will be reviewed every three years to ensure they continue to be relevant to the community, the Community Investment Strategy and the Grant program. Organizations must demonstrate in their application how they will support at least ONE of the following **community priority areas**.

1.  **Diversity through Culture and Arts**

Residents...

- Enjoy arts culture and heritage opportunities that are accessible, affordable and contribute to individual and community identity;
- Have access to arts and cultural activities to gather, stay connected and celebrate community
- Have access to a range of local cultural spaces for meeting, sharing and participating.

2.  **Recreation and Leisure**

Residents...

- Have sport and recreation opportunities that are accessible, affordable and contribute to individual and community identity
- Have opportunities through sport and recreation to gather, participate, stay connected and celebrate community.

3.  **Health and Wellness**

Residents...

- Are physically, mentally and emotionally healthy;
- Have equitable, affordable, accessible, effective and appropriate resources to support and maintain their health;
- Have a sense of belonging and feel safe and respected

4.  **Community Engagement**

Residents...

- Experience a culture and environment of comfort and trust so that people can collaborate and engage
- Have opportunities to discuss and resolve issues together
- Are involved in civic life and have ownership of what is happening in Riverview

**2. Describe in detail what you propose to do with the funding and how this will benefit Riverview residents by contributing to your chosen priority area. What is the need and why is your organization the best to address this need?**

**3. List the location of the program, project or initiative that will be funded by the grant.**

\_\_\_\_\_

**4. What is the date of the program, project or initiative?**

\_\_\_\_\_

**5. Approximately how many people will benefit from the activities supported by the grant?**

	Number of Riverview Residents	Number of Non-Riverview Residents
Program Participants Audience Members/	_____	_____
Event Attendees	_____	_____
Other (Please Specify) _____	_____	_____
<b>Total Number of Beneficiaries</b>	_____	_____

**6. How many volunteers will be involved in the activities supported by the grant?**

\_\_\_\_\_ Volunteers

**7. How many hours will these volunteers contribute?**

\_\_\_\_\_ Hours

**8. How will the Town of Riverview be recognized for this contribution? Please provide details.**

Promotional Materials/Ads/Websites:

Speaking Opportunities:

Other:

**9. How does your activity complement other activities currently being provided in Riverview?**

**10. Please attach to this application the most current audited or reviewed financial statement for your organization.**

**PART THREE: FINANCIAL INFORMATION**

Please provide the following applicable financial information about the activities for which you are applying for funding.

	Confirmed	Potential
<b>Revenue:</b>		
<b>Federal and/or provincial grants (specify ministry and program)</b>		
<b>Other federal and/or provincial funding (specify)</b>		
<b>Other Community grants (specify municipality)</b>		
<b>Non-government</b>		
Earned income		
User fees		
Fundraising		
Foundations (specify)		
Private donations		
Other (specify)		
<b>Applicant organization's contributions to the project/program</b>		
Cash		
In-kind (other)		
<b>Total Revenue</b>		



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<b>Expenses</b>			
Salaries and benefits			
Administration			
Rent or mortgage			
Program/project supplies			
Advertising and promotion			
Other (specify)			
<b>Total Expenses</b>			

We certify that, to the best of our knowledge, the information provided in this application is accurate and complete and is endorsed by the group or organization which we represent and any funds should they be approved will be used only for the event described.

**Application Prepared By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Application Approved By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**For Office Use Only**

**Approved**

**Date of Council Meeting:** \_\_\_\_\_

**Denied**

**Amount Approved:** \_\_\_\_\_