



## Donations Program–Fund Sources and Distribution

### FUND SOURCES AND DISTRIBUTION

#### 1. Gaming Funds

These funds are raised principally through the sale of 50/50 tickets and the meat draw. In 2014, funds available for the Donations Program totalled approximately \$13,000.

These funds are distributed through the Donations Program in response to applications from non-profit organizations and residents of Salt Spring Island with the aim of improving the quality of life for our community. Consideration is given to projects ranging from seniors' housing to youth activities as well as shelter for the homeless, volunteer emergency services and others that make good things happen. (See Funding Goals).

#### 2. Poppy Funds

NOTE: In accordance with BC/Yukon Command Procedures, these funds are not part of the Branch 92 Donations Program.

Branch 92 raised approximately \$14,000 in 2014 through the distribution of poppies.

These funds are to be used to provide short term financial assistance to serving and former Canadian Armed Forces members and their families who are in financial distress. Grants are available for food, heating costs, clothing, prescription medication, medical appliances and equipment, essential home repairs and emergency shelter or assistance. Comforts, (e.g. confectioneries, reading material, flowers, toiletry articles etc.) for veterans and their surviving spouses who are hospitalized and in need may also be provided. Funds may also be given to provide post-secondary bursaries or scholarships to vets or their dependents.

An annual assessment, based on a sliding scale, of the balance remaining as of September 30 is given over to the BC/Yukon Command which is used for similar purposes in areas not served by a local Legion Branch.

Dominion Command (national HQ) receives no funds from the Poppy campaign but secures revenues from the sale of wreaths.



## Donations Program–Program Outline

### PROGRAM OUTLINE

#### 1. Goal

*Through its Donations Program, Branch 92 of the Royal Canadian Legion seeks to improve the quality of life of all the residents of Salt Spring Island.*

#### 2. Guiding Principles

- A. Support the activities of non-profit organizations and residents of Salt Spring Island.
- B. Seek to bring about positive results that, without its funding, might not have been achieved.
- C. Encourage cooperation between organizations that will lead to the effective use of community resources and delivery of services.
- D. Build the individual, organizational and community capacities that will lead to a vital, healthy and happy community.

#### 3. Geographic Focus

Salt Spring Island

#### 4. Accessibility

Through the media, its website and its membership, Branch 92 will make every effort to ensure that the residents of Salt Spring Island are aware of its Donations Program.

#### 5. Acknowledgement

When a grant is made, Branch 92 will expect recipients to publicly acknowledge its support. Assistance will be provided to enable this acknowledgement.

#### 6. Reporting

Recipients will be required to report back to the Branch on the success of the funded project. These reports will help the Branch to assess the effectiveness of its Donations Program and, as appropriate, help other organizations contemplating similar projects to learn from the experience of others.

#### 7. Application Process

Information regarding eligibility for funding, funding goals and priorities as well as assessment criteria will be posted on the website together with an application form to be printed, completed and submitted by 15<sup>th</sup> of the month.

The applicant may be contacted by a Branch representative to review the information provided or make a site visit as part of the assessment. References may also be contacted.

All completed Application Forms will be reviewed monthly by a subcommittee of the Ways & Means Committee and presented with a recommendation to the membership at the following General meeting for acceptance (or not).



## Donations Program–Program Outline

### 8. Ineligible Requests

The Branch 92 Donations Program will **NOT** fund requests for support in the following areas.

- A. An organization's usual operational or core expenses.
- B. Activities that predate the awarding of a grant (except those eligible under the Community Emergency Response program).
- C. Debts, deficits, mortgage payments.
- D. Costs of fund raising activities.
- E. Endowments.
- F. Sectarian, religious or political purposes.
- G. Initiatives that duplicate existing community services.

### 9. Assessment Criteria

The application will be assessed against the following criteria which will require evidence of the following.

- A. That the applicant (either a local non-profit organization or individual) and beneficiaries of the project resides on Salt Spring Island.
- B. That there is a realistic prospect for the initiative's success.
- C. Significant and demonstrated commitment of human and financial resources.
- D. Demonstrated support from the community in the form of contributions of time and money as well as funding from other institutional sources as appropriate.
- E. That a community priority is being addressed.
- F. That the target audience has been involved in the initiative's design.
- G. Support and/or collaboration from community organizations that are knowledgeable in this area.
- H. Significant benefit to the community for the donation provided.

### 10. Frequently asked questions:

Q. When are the application deadlines?

- A. There are no application deadlines. Applications are received and reviewed at the Branch's regular Executive and General Meetings.

## Royal Canadian Legion –Branch 92



### Donations Program–Program Outline

- Q. After the application is submitted - how long will it be before the Branch's decision is announced?
- A. You should allow at least 6 – 10 weeks. From receipt of the application to review by the Executive Committee can take 2 weeks and then its recommendation must be acted upon at the next General Meeting of the membership which can take place 4 – 8 weeks later.
- Q. How large a funding request will be considered?
- A. Obviously it depends on the nature and importance of the project, but provided there are additional, significant contributions from other sources, the Branch could make a donation of anywhere from \$200 to \$4000.
- Q. Do I have to be a member of the Royal Canadian Legion Branch 92 to apply?
- A. No, it is not a prerequisite. However, if you are a Legion member or related to a member of Branch 92 you should note that in the Application.



## Donations Program–Funding Goals

### FUNDING GOALS

#### 1. ARTS and CULTURE

##### Goals

- (1) Improve access to education, training and mentorship programs in the arts.
- (2) Support the capital development of cultural facilities and museums.
- (3) Develop awareness, respect and appreciation for arts and cultural heritage.
- (4) Encourage collaboration amongst arts groups.
- (5) Promote good management and governance for the long term financial stability of the arts and culture sector on Salt Spring Island.

#### 2. SPORTS and RECREATION

##### Goals

- (1) Support community organizations that provide access for all to learn and engage in sports and recreational activities.
- (2) Support the programs of community organizations and groups that provide activities that can lead to life-long, healthy lifestyles.
- (3) Provide funding to individuals who have worked and saved to achieve a sports or recreational goal and which, without funding assistance, could not be achieved.
- (4) Promote projects which enhance the fitness, self-esteem, leadership skills and life skills of children, youth, families and seniors.

#### 3. ENVIRONMENT

##### Goals

- (1) Support those who pragmatically protect, preserve and restore the natural environment of Salt Spring Island.
- (2) Support environmental projects that educate and/or encourage broad community participation in addressing environmental issues affecting the Island's community.
- (3) Support community organizations to develop, facilitate and help implement the resource management elements of sustainable development plans.
- (4) Support the development and delivery of training programs for groups who are or will become involved in the sustainable management of natural resources.
- (5) To support local activities and projects that address broad ecosystem, watershed, marine and urban environmental issues.



## Donations Program–Funding Goals

### 4. EDUCATION

#### Goals

- (1) Contribute to excellence in teaching and learning.
- (2) Foster student citizenship and volunteerism.
- (3) Strengthen school communities through the participation of students, parents, educators and the community.
- (4) Improve educational access and school completion rates for all students, particularly for those facing economic or cultural barriers or with special needs.
- (5) Encourage students to develop healthy self-esteem including a respectful appreciation of their own and others' individual, ethnic and cultural identity.
- (6) Support organizations that demonstrate and promote collaborative planning, competent financial management and effective use of community resources.
- (7) To encourage an outlook that considers and balances environmental, social and economic priorities.

### 5. HEALTH and SOCIAL DEVELOPMENT

#### Goals

- (1) Support innovation in ways to work with people to improve their quality of life, particularly projects that have the potential to create systemic change.
- (2) Promote community initiatives that address basic needs of children, youth, families, adults and seniors, which include adequate food, health care, shelter and social supports.
- (3) Support initiatives that will build the capacity of community organizations, communities and volunteers who are working to advance the health and well-being of individual adults and families.
- (4) Encourage initiatives that support the development of inter-agency cooperation, collaboration and dialogue with particular interest in projects that support public, private and social sector partnerships and those that build linkages with other sectors of the community (i.e. arts, environment, economic, education, business, etc.)
- (5) Support prevention, public education and social development activities that will enhance or improve the broad determinants of health within communities (i.e. nutrition, education, safety, housing and employment).
- (6) Focus on issues and approaches that have been identified through informal neighbourhood and local community networks, directly involving local residents and volunteers.

## Royal Canadian Legion –Branch 92



### Donations Program–Funding Goals

#### 6. COMMUNITY EMERGENCY RESPONSE

##### Goals

- (1) Provide funding to organizations providing emergency response services in the event of an emergency affecting a significant number of Salt Spring Island residents.
- (2) Provide swift funding for food, shelter and other necessary support for people and animals in such an emergency.
- (3) Make financial support available for up to three months after the emergency as well as retroactively.







**Application Form—Individual**

7. How will you determine if the project is successful?

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8. Describe the implementation steps for the project and the timeline.

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9. Describe any community support for your project as well as collaboration with other organizations.

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10. How will the project meet one or more of the Funding Goals of the Legion Branch 92's Donations Program?

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11. If applicable, how will you continue to fund this project?

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Application Form—Individual

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12. By what date(s) must you receive funds from Legion Branch 92?

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**Section C – Project Budget Summary**

Expenditure

Items	Description	Cost \$	Amount from Branch 92
Professional Fees, (e.g. Coaching)			
Rent/utilities/telephone			
Equipment/supplies/postage			
Printing/photocopying			
Travel			
Publicity/promotion			
Capital (Specify)			
Other (Specify)			
<b>TOTAL EXPENDITURE</b>			



**Application Form—Individual**

**Section D – Revenue**

Sources of Revenue	Assured \$	Requested \$	TOTAL \$	Contact/Phone No.
RCL Branch 92				
Your Organization's Contributions:				
– Cash				
– In-kind gifts				
Other (Specify)				
Government				
Gaming				
Donations				
Foundations				
<b>TOTAL REVENUE</b>				

**Section E – Signatures**

Two signatures required.

1. Executive Director or Coach or Teacher (Please circle)

Signature	Date

2. Chairperson or Personal Reference or Parent (Please circle)

Signature	Date



Application Form–Organization

APPLICATION FORM FOR ORGANIZATIONS

**Section A – General Information Regarding Applicant**

Application Summary	RCL Branch 92 ID Number
1. Organization Name	
2. Organization operating name (If different from above)	
3. Project Title	
4. Describe project and relationship to your organization's goals/priorities.	
5. Amount requested	
6. Total project budget	
Section A – General Information Regarding Applicant	
1. Mailing Address	
2. Telephone Number:	Email:
Website:	
3. Registered Business No. (If applicable)	
4. B. C. Society No. (If applicable)	
5. a. Chairperson/President's Name:	
Telephone Number:	Email:
5. b. Project Manager's Name:	
Telephone Number:	Email:
5. c. Royal Canadian Legion membership if any (not a pre-requisite).	
6. a. Describe your organization's purposes and current areas of focus. also, attach your organization's most recent annual report, newsletter, or report to your membership.	
7. a. Financial Year from _____ to _____	
7. b. Financial Statement for last complete year	Attached      Yes      No
7. c. Operating Budget for current year	Attached      Yes      No
Is this project budget incorporated in the operating budget for the current year?	Yes      No



# Royal Canadian Legion –Branch 92

## Application Form–Organization



13. How will the project meet one or more of the funding goals of the Legion Branch 92?

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14. How will others learn from your experience?

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15. If applicable, how will you fund this activity in the future?

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16. By what date(s) must you receive funds from Legion Branch 92?

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# Royal Canadian Legion –Branch 92

## Application Form–Organization



### Section C – Project Budget Summary

#### Expenditure

Items	Description	Cost \$	Amount from Branch 92
Salary/Benefits			
Professional Fees, Honoraria			
Rent/utilities/telephone			
Equipment/supplies/postage			
Printing/photocopying			
Travel			
Publicity/promotion			
Production Costs			
Distribution			
Capital (Specify)			
Evaluation			
Dissemination			
Other (Specify)			
<b>TOTAL EXPENDITURE</b>			



Application Form–Organization

**SECTION D – REVENUE**

Sources of Revenue	Assured \$	Requested \$	TOTAL \$	Contact/Phone No.
RCL Branch 92				
Your Organization's Contributions:				
– Cash				
– In-kind gifts				
– Volunteer				
Other (Specify)				
Government				
Gaming				
Donations				
Foundations				
<b>TOTAL REVENUE</b>				

**Section E – Signatures**

Two signatures required.

1. Project Manager

Signature	Date

2. Chairperson

Signature	Date