

New Program Development Assistance Grant

How to Apply for a Grant and Then Submit a Claim

1. Please review the Grant Criteria at the end of this document to make sure your Camp and your proposed New Program qualifies to receive a Grant.
2. Complete and email this Application to info@canspei.ca.
3. You can use this PDF document to complete your Application. The fields in this PDF document are fillable - you will be able to click on the field and type in your information. OR you can email us your Application in a Word or Pages Document if you prefer. You can also attached other files and documents to your email that support your Application.
4. **The final cut-off date for receipt of Applications is March 15TH** If your application is approved, we will seek to notify you by the end of April so you can go ahead and implement your new program for the upcoming summer.
5. To receive the Grant funding, the new program must be implemented in the current year. If a Camp does not implement their new program in the current year, the Grant Funding Award is void. However, Camps can re-submit their New Program Development Assistance Grant Proposal again the following year, for consideration at that time.
6. A one page **New Program Completion Report & Grant Claim** is required by **December 31ST of the current year**, which documents and confirms your Camp has implemented your New Program. If Camps fail to meet this Report cut-off date, the Camp's New Program Grant funding will be cancelled.
7. This Report must include copies of all receipts for all expenditures made for which your Camp is making your Grant Claim. As well, please include pictures and any camper or staff testimonials on the success of your new program.

To fill in this PDF please follow these steps: **Do not try to fill in the PDF from in your browser**, as your entries will not be saved. **First save this PDF file under a file name using your Camp's name**. Then close out your browser. Then go to the directory where you have saved your file and open your file. You can now click on the fields in the PDF file and type in your information and answers. Then **remember to save the file again before you close**. Then email us your Application PDF file.

New Program Development Assistance Grant

Applicant's Contact & Background Information

| | |
|---------------------------|--|
| Camp Name | |
| PO Box / Street | |
| City / Town & Postal Code | |
| Summer Phone | |
| Winter Phone | |
| Website | |
| Contact Person | |
| Contact Person's Email | |

| | |
|--|--|
| \$ Amount of the Grant that You Are Applying For | |
| \$ Amount of any Previous Grant | |
| Year of any Previous Grant | |

| | | |
|--|-----|----|
| Has your camp attended at least 1 AGM in the last 3 years? | Yes | No |
| Is your camp planning on attending the upcoming AGM? | Yes | No |
| If your camp is not Accredited are you applying for Accreditation this Year? | Yes | No |

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Description of New Program or Expansion & Improvement of An Existing Program.
Also please explain why and how this new program / development will enhance your Camp's overall programming and is not simply funding for existing programming or replacement of existing equipment.

New Program Development Assistance Grant

| Total Cost of the New Program Development Project | |
|---|--|
| Total Materials & Supplies Cost | |
| Total Labour & Assembly Cost | |
| Total Equipment Purchase Cost | |
| Total Staff Certification Cost | |
| Total New Program Cost | |

Please attach a copy of the Detailed Project Costing / Budget to this Application.

How will this new program be sustainable? What additional certifications will be needed for your staff to run the new program? What is the environmental impact of your new program?

Qualification Criteria to Apply for the Grant and to Receive Funding

New Program Development Assistance Grant

1. The Camp must be a Association Member in good standing for a minimum of the previous 3 years and for the current year in which the Grant funding is being applied for.
2. The Camp's membership fees for the current year must be fully paid and there must be no outstanding other payables or arrears due to CANSPEI by the Camp.
3. The Camp must be a CANSPEI **Accredited Camp**.
4. If a Camp has made an application for Accreditation and provided the fee for such in the current year, a Program Development Assistance Grant may be considered if the Camp successfully completes their Accreditation.
5. The Camp must actively support CANSPEI by attending at least 1 AGM in last 3 years and/or offer Camp volunteers to work as a CANSPEI Board Director or Committee Member, or to work on and support CANSPEI Projects and Training Programs.
6. The Camp must offer a minimum of a least a 5 day residential camping experience for their Campers during the current year the Camp is making application for the Grant.
7. Camps that are also receiving government funding for their New Program are excluded from this Grant fund.
8. Camps can only apply for and receive the Grant funding for up to the maximum of \$750 **every 3 years**.
9. The Application must be focused on a new program in which campers participate and not just for staff personal development or training.

If you have any questions or if you are not sure your camp meets the Qualification Criteria, please email us at info@canspei.ca and we will gladly respond to your questions.