

Community Involvement Fund Guidelines

Established under the Canada Marine Act, the Nanaimo Port Authority offers support for the achievement of local, regional, and national - social and economic objectives through budgeted community involvement funding.

The community involvement fund is established by the board of directors on an annual basis. Wherever possible, contributions will be considered “seed” money rather than ongoing/sustaining financial support.

Requests for financial support from the community involvement fund will be reviewed by a committee and recommended to the Board for approval **twice a year in April and September**.

Complete submissions must be received by:

February 15 **OR** **August 15**

Disbursements from the community involvement fund will be allocated based on the following criteria and guidelines:

- 1) **Emphasis will be given to projects focused towards the enhancement of the commercial and/or aesthetic value of the waterfront**
- 2) **Projects that may provide direct or indirect return to the Port or users of the Port as defined in the Canada Marine Act**
- 3) **Community social and health-related organizations**
- 4) **Support for the local arts, culture, education, education and scholarships**

The Nanaimo Port Authority also states that funding applications:

- **For studies and ongoing operational funding are not eligible.**
- **Will specify what the funds are being allocated to and assurance provided that this has occurred and**
- **Will include how the donation is to be acknowledged**

The board of directors will be the sole decision making body with respect to the allocation of funding except sponsorship requests of \$2500 or less which can be dealt with by the President and CEO.

The community involvement fund application on page 2, must be completed and accompany any supporting documentation. It is encouraged that you contact the Port and discuss your application with prior to submitting your application.

Questions may be directed to: Arlene Rolston, Corporate Secretary
100 Port Drive, Nanaimo, BC V9R 5K4
Email: arolston@npa.ca / Phone: 250 753 4146 ext. 224

Community Involvement Fund Application Form

Date of Submission: [Click here to enter a date.](#)

Name of Organization: [Click here to enter text.](#)

Address of Organization: [Click here to enter text.](#)

Contact for Organization: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Website Address: [Click here to enter text.](#)

Purpose of the Organization/Activity/Event:

[Click here to enter text.](#)

Purpose of the Funding Requested:

[Click here to enter text.](#)

Benefit or Opportunity for the Port (eg. recognition on print or social media)

[Click here to enter text.](#)

Supplementary Documents provided with the application? (please check one) YES NO

Amount Requested: [Click here to enter text.](#)

If successful, cheque will be payable to: [Click here to enter text.](#)