

“CVBS Seed Grants Policy”

Preamble – For some years now VBS & CVBS have used collected funds from past brigades to support or “seed” future brigades. In 2017 we provided \$500 to five brigades. Some of these funds were returned once the brigade was completed and confirmed financially successful. Other brigades held onto remaining funds to support local brigade and big canoe initiatives. These seed monies have been provided with minimal requirements other than a break-even budget, CVBS membership for participants, and adopting CVBS Safety Guidelines. Few brigades have followed up with a final financial report. This policy is an attempt to formalize and extend our seeding practices, recognizing that for there to be big canoe brigades, there must be also be big canoes and paddling gear. And formalize the reporting for grants received.

Purpose – Recognizing that it is difficult for new brigades to be planned, or appropriate canoes and paddling gear to be acquired, without at least a few dollars “on the books”, CVBS provides funds to not-for-profit applicant organizations to assist in the initiation of and/or acquisition of support (donation, grants, etc.) for a new brigade or big canoe and paddling gear purchases.

Process – Applicant organizations are to make written requests to the CVBS executive, through the Chair, Secretary, or Treasurer. An application must state:

1. If the funds are to be used to initiate a brigade and/or a big canoe (and supporting gear) purchase.
2. A Budget and a General Plan/Schedule for the project.
3. Other sources of funds for the project, which may include participant fees, funds-in-hand, grants, donations, etc.
4. A commitment to follow CVBS Safety Guidelines for all brigade activities.
5. A commitment for organizers and participants to become CVBS members for the extent of the brigade or purchasing project (this also provides access to Liability and property insurance).
6. A commitment to provide a full and complete final financial report of all income and expenses related to the brigade or canoe purchase, within six months of the brigade or purchase completion.
7. A commitment that if the brigade or equipment purchase is a financial success that a proportion of, or an amount equal to the seeding grant, will be returned to CVBS for future brigades.

Brigades can take multiple years to organize, and seeding grants are usually needed at the start. Application will be accepted year round, should be reviewed by one or two directors, commented on, and then resubmitted for board approval. Given that the board meets approximately six times per year this may take 3-4 months. Brigade Seeding Grants will be processed upon approval and confirmation of an appropriate not-for-profit bank account exists for receiving the monies. Purchase grants will be processed when the applicant has the full amount of funds collected and is about to order, again this is to be processed through an appropriate not-for-profit organization bank account.

Grant Amounts – Normally grants shall be made in the range of \$500 to \$1000 (dollars). The Board may provide more or less support at their discretion.

Approved at the CVBS Executive Meeting 2018 April 30