

CVBS Grants Policy

Initially adopted in 2018 as a “Seeding Grant Policy”
Revised in 2022 to a broader “CVBS 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. In the past 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 followed up with a final financial report.

In more recent years CVBS has approved grants not only for brigades but for the acquisition of big canoes, paddling gear, trailers, and to support big canoe leadership educational opportunities. In 2022 the Peace River Brigade was very successful, both as a brigade and financially. The brigade leaders asked that CVBS make some of the 2022 surplus funds available to support the participation of youth paddlers.

This revised policy is an attempt to formalize and extend our seeding practices, recognizing that for there to be big canoe brigades, there must also be big canoes and paddling gear, the ongoing development of new paddlers and big canoe leaders, and support for youth paddlers and their leaders to attend brigades. And, to formalize our application and the reporting for grants received and spent.

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 “in the bank”, CVBS provides funds to not-for-profit applicant organizations to assist in the initiation of and/or acquisition of further support (donation, grants, etc.) for a brigade, for big canoe and paddling gear purchases or paddling facility development, for the development of big canoe leaders and to support the travel of youth paddlers and their leaders across Canada to participate in big canoe brigades.

Process - for Grants to registered groups. Applicant organizations are to make written requests to the CVBS executive, through the Chair, Secretary, or Treasurer. Attached to this policy are appropriate application forms, with further information for each of our grants. Applications may be initiated at any time through the calendar year and applications will be considered through the year at any of the four to five CVBS Executive Meetings held each year. Given that major brigades, equipment purchases, and facility developments can take multiple years. Applicants are encouraged to contact an appropriate CVBS executive member to discuss their proposal.

CVBS over the years has supported several smaller (< 12 crew) brigades (2013 Rideau Canal, 2022 Peace River Brigade) directly through our societal resources and bank account. Small groups of experienced big canoe leaders and past brigade participants may consider making application on this basis for CVBS support for a canoe brigade.

Grant Amounts – Normally grants shall be made in the range of \$100 to \$1500 (dollars). The Board may provide no, more, or less support than requested at their discretion, and within available funds.

Approved at the CVBS Executive Meeting 2022 Dec 19

Applications:

1. Canoe Brigade Grant Request
2. Equipment, Canoe and Facility Development Grant Request
3. Educational Development Grant Request
4. Youth Grant Request

Application for Support for a Big Canoe Brigade

Guidelines & Expectations

1. Brigades are expected to be managed on a “break even” or better financial basis.
2. Seed funding is intended to help brigade organizers by providing funds to pay for expenses incurred during the brigade planning process, and to encourage other agencies to support the proposed brigade.
3. It is expected that all brigade paddlers will take out a CVBS membership and that brigade registration will occur through the CVBS registration site, this provides access to Liability, some Medical and possibly Property insurance, for participants, brigade organizers, and CVBS directors.
4. A commitment to follow CVBS Safety Guidelines for all brigade activities, and to prepare a Safety Plan.
5. A commitment to report to the CVBS executive on at least a quarterly (3 month) basis on how the brigade is developing, and to submit to the board any significant changes to the General Plan, Brigade Route or Schedule, and the Safety Plan.
6. A commitment to provide a full and complete final financial report of all income and expenses related to the brigade within four months of the brigade. In addition, a summary of the Brigade must be submitted for posting to the CVBS website and newsletter, and a review of the brigade and recommendations for how a similar brigade could be better managed.
7. A commitment that if the brigade is a financial success that a proportion of, or at least an amount equal to the seeding grant, will be returned to CVBS for future brigades. Brigade organizers may request that where local big canoe projects may benefit from surplus funds or even the seeding grant, these funds may be left with the local brigade organizers, on application to the CVBS board.
8. An amount of up to \$1500 may be made available per brigade for a seeding grant.

An application for Brigade seed funding, or direct CVBS brigade support, must include early drafts of:

1. A General Plan to include: ([past General Plans & Schedules can be found here](#))
 - a. Waterways to be used for the brigade
 - b. Brigade Schedule: Target dates/ number of days for the brigade
 - c. Historical, Cultural, Recreational significance
 - d. Target participants, general, youth, diversity
2. Budget that includes: ([past Budgets can be found here](#))
 - a. All expected Income sources, Sponsors, CVBS & other Grants, Registration Fees, other donations, etc.
 - b. All expected Expenses, admin, travel, campsite bookings, meals, hall rentals, contingency funds, etc.
3. Safety Plan: ([past Safety Plans can be found here](#))
4. Upon submission and review by CVBS executive or appointed CVBS contact, a contract agreement will be signed by brigade organizers and CVBS representatives. At this stage the request seed grant shall be forwarded to an NFP organizing group. Normally for registered groups with a bank account with a major bank, registration fees will be directed to the groups own bank account from the CVBS registration provider (presently Zone4.ca).
5. For brigades managed by a non-registered society/association, upon submission and review by CVBS executive or appointed CVBS contact, a contract agreement will be signed by brigade organizers and CVBS representatives. A Brigade managed by a non-registered group shall submit a budget for a funding advance for early expected expenses. Once a budget is approved, an initial dispersal will be forwarded, and may not exceed 25% of all expected expenses. For non-registered groups, once the full registration fees begin to accumulate, further funds may be released to the organizing group in one or more dispersals, though not to exceed a further 65% of the total expected expenses. Financial reports are to be submitted on a bi-monthly basis to the CVBS executive. Brigades managed by a non-registered group must submit with each financial report copies of all receipts for expenses paid out. The final expenses will be paid out after submission of all outstanding receipts for approved expenses.

Application

Applicant(s) _____

Sponsoring NFP (if one) _____

Registration status (provincial or federal) _____ Registration # _____

Date Application submitted (yr/mon/day) _____ Date received by CVBS _____

Applicants mail address _____

Applicants email _____ phone _____

Brief Summary of Applicants Big Canoe, and Big Canoe Brigade experience: _____

Please attach drafts of your proposed:

- 1. General Plan, Route & Schedule
- 2. Budget
- 3. Safety Plan

Application for a CVBS Equipment, Canoe or Facility Development Grant

Guidelines & Expectations

1. Seed funding is intended to help registered canoe clubs, big canoe paddling associations to demonstrate our paddling community's commitment to other granting agencies and donors to the proposed project.
2. The proposing club or association is expected to contribute to the project directly, with some combination of funding and volunteer labor (if appropriate).
3. A commitment to report to the CVBS executive on at least a quarterly (3 month) basis on how the project is developing, and to submit to the board any significant changes to the proposal as it evolves.
4. A commitment to provide a full and complete final financial report of all income and expenses related to the project within four months of completion. In addition, a summary of the proposal must be submitted for posting to the CVBS website and newsletter, and a review of the project with recommendations for how a similar acquisition projects may be better managed.
5. Normally an amount of up to \$1500 may be made available per project.

Application

Applicant(s) _____

Sponsoring NFP/Club/Assoc. _____

Registration status (provincial or federal) _____ Registration # _____

Date Application submitted (yr/mon/day) _____ Date received by CVBS _____

Applicants mail address _____

Applicants email _____ phone _____

Brief Summary of Applicants Big Canoe, and Big Canoe Brigade experience: _____

Describe what canoe, paddling equipment acquisition or facility development that is being proposed.

Please attach a proposed budget, that includes all expected revenue and expenses.

Application for a CVBS Education Program Development Grant

Guidelines & Expectations

1. This funding is intended to help registered canoe clubs, big canoe paddling associations to develop big canoe leaders, instructors and instructor trainers, through subsidy of courses, registration fees, and travel to development courses outside of a candidate's home community (> 250 km).
2. The proposing member, club or association is expected to contribute to the program expenses directly or to candidate expenses.
3. A commitment to provide a full and complete final financial report of all income and expenses related to the education program or course attendance within four months of completion. In addition, a summary of a supported education program must be submitted for posting to the CVBS website and newsletter, and a review of the program and recommendations for how a similar program may be better managed.
4. Normally an amount of up to \$1000 may be made available per project.

Application

Applicant(s) _____

Sponsoring NFP/Club/Assoc. _____

For an individual application CVBS membership # _____

Registration status (provincial or federal) _____ Registration # _____

Date Application submitted (yr/mon/day) _____ Date received by CVBS _____

Applicants mail address _____

Applicants email _____ phone _____

Brief Summary of Applicants or candidates Big Canoe, and Big Canoe Brigade experience:

Describe the education program that is being proposed for support.

Please attach a proposed budget, that includes all expected revenue and expenses.

Application for a CVBS Youth Grant

Guidelines & Expectations

1. This funding is intended to help registered canoe clubs, big canoe paddling associations to support big canoe paddling youth (<24) and their leaders/parents to attend canoe brigades or big canoe training events.
2. The proposing club, association or applicant is expected to contribute to the groups brigade expenses directly.
3. A commitment to provide a full and complete final financial report of all income and expenses related to the brigades attendance within four months of completion. In addition, a summary of a supported groups brigade attendance must be submitted for posting to the CVBS website and newsletter, and a review of the program with recommendations for how a similar youth brigade attendance support maybe better managed.
4. Normally an amount of \$100 per youth participant per event, and up to \$500 per canoe crew, may be made available per participating canoe crew.
5. Canoe crew leaders are to be the primary point of contact, applicants for and managers of these funds.

Application

Applicant(s) _____

Applicants CVBS membership #(s) _____

Sponsoring NFP/Club/Assoc. _____

Registration status (provincial or federal) _____ Registration # _____

Date Application submitted (yr/mon/day) _____ Date received by CVBS _____

Applicants mail address _____

Applicants email _____ phone _____

Brief Summary of Applicants, groups and proposed leaders Big Canoe, and Big Canoe Brigade experience:

The Brigade or event that is being proposed for attendance support.

Dates _____ Distance from home community _____

Please attach:

- a proposed budget, that includes all expected revenue and expenses.
- a list of anticipated participants and leaders.