

CVBS Grants Policy

Initially adopted in 2018 as a “Seeding Grant Policy”
Revised in 2022 to a broader “CVBS Grants Policy”

Approved Oct. 27, 2024

Background - In recent years CVBS has approved grants for brigades, for the acquisition of big canoes, paddling gear, trailers, and to support big canoe leadership educational opportunities. These grants were provided under a Seeding Grant Policy adopted in 2018 which was revised to a broader CVBS Grants Policy in 2022. 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. As well, this policy will formalize the application and reporting for grants received and spent.

Purpose – 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. The previous Grants Policy sections on Education Program Grants and Youth Travel Grants are suspended for now. The CVBS executive will review these and determine how the organization can best address the need for the development of big canoe leaders and to support the participation of youth paddlers and their leaders in big canoe events.

Process - 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 the executive will review them as part of the budget cycle in the fall. That said, there needs to be some scope for addressing issues that arise through the fiscal year so applications may be considered at any of the four to five CVBS Executive Meetings held each year. Applicants are encouraged to contact the Chair, Secretary, or Treasurer to discuss their proposal.

Grant Amounts – Normally grants shall be made in the range of \$500 to \$1500 (dollars). The Board may provide more or less support at their discretion. On an annual basis, our guideline for the amount allocated for grants should not exceed 25% of the beginning bank balance at the start of the fiscal year.

Approved at the CVBS Executive Meeting 2024 Oct 27

Attachments/Applications:

1. Canoe Brigade Grant Request
2. Equipment, Canoe and Facility Development Grant Request

Application for Support for a Big Canoe Brigade

Guidelines & Expectations

1. Brigades are expected to be managed on at least a “break even” basis.
2. Seed funding is intended to help brigade organizers by providing funds to pay for expenses incurred during the brigade planning process.
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, 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 to the CVBS Executive (through the Treasurer) 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 conducted with recommendations of lessons learned and ideas for a better experience.
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 must include early drafts of:

1. A General Plan to include: ([sample General Plan 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 significance
 - d. Target participants, general, youth, diversity
2. Budget that includes: ([sample Budget 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: ([sample Safety Plan 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 requested 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 group’s own bank account from the CVBS registration provider (presently Zone4.ca).

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.