

DIRA Funding Application Policy

(Adopted October 20, 2008) (Amended Sept 13, 2010)

The purpose of this policy is to ensure that administration of funding applications is transparent and that due diligence is exercised regarding all funds sought in the name of the Denman Island Residents' Association (DIRA).

All proposals to apply to potential funding sources in the name of DIRA or a DIRA committee shall be reviewed with recommendations by the DIRA Executive prior to being presented to the membership.

Proposal shall include all key information required in a funding application including, where applicable:

- a) general description of the activities of the committee including those activities that may be eligible for funding
- b) description of the project being applied for
- c) budget, detailed to the level of categories, e.g. labour, rental, office expenses, materials, consultant fees, etc.
- d) amount being applied for
- e) names and details of known agencies to which an application may be made

The Executive will review the proposal for:

- a) accuracy
- b) consistency with the objectives of the Association
- c) consistency with decisions that have been taken by the membership relevant to the proposal or activities/projects for which funding is being sought.

The Executive may require changes at this stage. After approval in principle, the Executive will seek approval by the general membership for all application proposals.

The general membership present at a regular meeting may approve or disapprove of an application proposal, or may request correction of facts.

On approval by the membership, the committee shall present all final draft applications to the Executive for approval, at which time, after any changes that may be required, the final copy shall be signed by the Chair and one other Executive member. Key information provided in the final application must be consistent with its proposal as approved by the Executive and the general membership.

Although the Executive and DIRA committees will make every effort to anticipate deadlines for funding applications if the Executive or a DIRA committee must respond rapidly to a request from a funding body in order for DIRA to be considered for funds, the DIRA Chair, being satisfied that the funding application satisfies the three criteria of this policy, may authorize the responsible Executive member or committee chairperson

to apply to such funding body and the Chair will report to the Executive and general membership at the next regular meeting.

All applications for funds in the name of DIRA shall include a request that the funds be addressed to DIRA c/o the Treasurer, and that all funds will be deposited in DIRA's account for disbursement to the committee(s) as appropriate.

Copies of all completed applications will be available for viewing at the Dora Drinkwater Library. A log will be maintained by the DIRA Executive of information on all submitted applications including date, amount, name of committee seeking funds, date of motion by DIRA and/or DIRA Executive and outcome of application (funds received/denied).

The DIRA Executive will report to the membership regarding all applications it reviews and approves/disapproves.