



BRANCH INITIATIVE PROGRAM GRANT (BIP) APPLICATION

Please review the requirements and information below prior to submitting application:

1. The submitting Branch must use this application form (BIP Grant Application 2024) to be considered for funding. Any additional information a branch wishes to submit can be attached to this form.
2. The RTO Member submitting and/or signing the BIP application cannot financially benefit from the BIP.
3. The application must be submitted to RTO Treasurer, 5 days prior to the Finance Committee meeting date. Address provided below. The Finance Committee will review the application, render a decision, and contact the branch with the results.
4. The 2024 BIP amount(s) awarded to any branch shall not exceed \$1800. Approved Activities must occur January 1 – December 31, 2024.
5. The BIP Fund encourages programs and/or initiatives that better serve the RTO members at the Branch level. These may include one or more of the following: physical activities, social gatherings with an embedded program or activity, cultural events such as music, dinner theater etc., health (including emotional and mental health) and wellness components, other information relevant to Branch members and/or any related presentation(s). Unique or new programs and/or initiatives are welcome and encouraged.
6. Branch BIP applicants should be mindful of the demographics and accessibility for their membership and commit to making events inclusive and welcoming to all members.
7. Operational expenses of branches, such as meals/lunches held in association with a business meeting including a meeting with a presentation/event are not eligible for BIP Funding.
8. Requests for a stand-alone donation and or capital equipment are not eligible for BIP Funding.
9. The payment for alcohol will not be considered for funding.
10. Branches that receive BIP funding are required to submit a final written report and financial statement using the BIP Report Form.
11. No BIP application will be approved after the commencement of the activities/program(s) that are applied for in the BIP application.
12. Any questions regarding the requirements listed above or any other BIP question may be made to the Treasurer at rtotreasurer@gmail.com.

PLEASE COMPLETE THE FOLLOWING:

1. **BRANCH NAME:**

2. **NAME OF BIP:**

3. **DESCRIPTION OF BIP:**

4. **TOTAL COST OF BIP:**



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5. HOW WILL THIS INITIATIVE/ PROGRAM BENEFIT YOUR BRANCH MEMBERS?

6. ANTICIPATED STARTING DATE:

7. DURATION OF THE INITIATIVE/PROGRAM:

8. NUMBER OF PARTICIPANTS:

9. PROVIDE A BREAKDOWN OF SPECIFIC ANTICIPATED ASPECTS OF PLANNED PROGRAM:

10. OTHER RELEVANT DETAILS

NAME OF PRESIDENT OR DESIGNATED EXECUTIVE MEMBER SUBMITTING APPLICATION:

POSITION:

SIGNATURE:

Email address

DATE:

Any Branch that receives funding is required to submit a final report as outlined in requirement 10 page one.

Please submit your application and any other information pertinent information to:

Jim Kavanaugh – RTO Treasurer
3238 Nicholson Avenue New Waterford, NS B1H 1P1
– or by email - rtotreasurer@gmail.com