



## BRANCH INITIATIVE PROGRAM GRANT APPLICATION

### Requirements for an application to be considered for funding:

1. The submitting Branch shall use this application form. **If this form is not used, the application will not be considered for funding.** If you need more room for your application, please submit on additional paper and attach the same to this form.
2. The application must be submitted to the RTO Finance Committee through the RTO Treasurer, **5 days prior to the meeting date.** See address at the end of this form. The Finance Committee will review the application and render a decision. The Treasurer will respond to the Branch in a timely manner. The Executive will respond in a timely manner.
3. Beginning in 2023, the amount(s) awarded to any single Branch from the BIP fund **shall not exceed \$1800** in any one calendar year. **Please note that funding will only be provided for activities that occur in the current calendar year, which is also the fiscal year of the RTO. Please note: For fiscal 2023, a Branch may apply for more than \$1800.**
4. **The BIP Fund is intended to encourage programs and/or initiatives that better serve the RTO members at the Branch level.** Such program and/or initiatives 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.
5. **A BIP application shall include a financial contribution from the submitting Branch and/or its members in the minimum amount of 20% to 25%** in addition to the financial amount submitted as part of the BIP application. This amount shall be part of the breakdown of costs (item 5) required to be completed as part of the application. For greater certainty, the application may include any embedded cost such as hall rental, prizes/gifts, vouchers, honorarium, speaker costs, postage, and transportation costs whether as a group (regardless of transportation needs) or individually for those unable to arrange transportation.
6. **The BIP Fund is not intended to provide funds for the operational expenses of branches.** For greater certainty, meals/lunches held in association with a business meeting including a meeting with a presentation/event will not be considered for BIP funding. **However, meals/lunches, which have an associated cultural event, presentation or activity/program embedded in the proposed BIP application will be considered for funding.**
7. Branch BIP applicants should be **mindful of the demographics of their membership** when making an application for a BIP. RTO has members who are quite physically active but also has members who may have mobility or other challenges.
8. Any application, or portion thereof, which requests funding for a stand-alone donation and or capital equipment shall not be considered for funding. For greater certainty, a reasonable donation to an organization that has provided a service to operate an activity for the BIP program will be considered for funding.
9. The payment for alcohol will not be considered for funding.

10. Any branch that receives funding from the BIP Fund is required to submit a final written report and financial statement using the form provided for this purpose. This form will be provided to all Branches that receive funding from the fund.
11. **No BIP application will be approved after the commencement** of the activities/program(s) that are applied for in the Grant application. Without exception, an application **must** be received by the Treasurer at a minimum of **five days before** a regular scheduled Finance Committee Meeting.
12. Any questions regarding the requirements listed above or any other BIP question may be made to the Treasurer who shall respond in a timely manner.

**BRANCH:** \_\_\_\_\_

**NAME AND DESCRIPTION OF INITIATIVE /PROGRAM:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL COST OF BIP APPLICATION:** \_\_\_\_\_

**PROVINCIAL AMOUNT REQUESTED (MAXIMUM 80% OF TOTAL COST):** \_\_\_\_\_

***PLEASE COMPLETE THE FOLLOWING:***

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **ANTICIPATED STARTING DATE?** \_\_\_\_\_

3. **THE DURATION OF THE INITIATIVE/PROGRAM?**

\_\_\_\_\_

\_\_\_\_\_

4. **NUMBER OF PARTICIPANTS?** \_\_\_\_\_

5. **BREAKDOWN OF ANTICIPATED COSTS? IF THE APPLICATION HAS MORE THAN ONE ACTIVITY, INDICATE THE ANTICIPATED COST OF EACH ACTIVITY AND THE TOTAL COST (INCLUDING THE PROVINCIALY FUNDED AND BRANCH/MEMBERS FUNDED PORTION) OF THE APPLICATION.**

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**6. OTHER RELEVANT DETAILS:**

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**7. HAS THIS BRANCH RECEIVED FUNDING FROM THE BIP FUND IN THE PAST? IF SO, WHEN AND FOR WHAT ACTIVITY/ACTIVITIES DID THE BRANCH RECEIVE FUNDING?**

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**BRANCH PRESIDENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Any Branch that receives funding is required to submit a final report as outlined in requirement 8.**

Feel free to add any other information pertinent to your application and attach the same to this form.  
Please submit your application to:

**Jim Kavanaugh – RTO Treasurer**  
**3238 Nicholson Avenue New Waterford, NS B1H 1P1 – or by email - [rtotreasurer@gmail.com](mailto:rtotreasurer@gmail.com)**

Rev: AUG 2023