



COMMUNITY ENRICHMENT PROGRAM GRANT REPORTING FORM

GRANT REPORTING FORM PROCESS

Grant Reporting Forms are a required reporting function when an organization receives a Community Enrichment Program (CEP) grant. Grant Reporting Forms will be evaluated in accordance with Council Policy A-7: *Community Enrichment Program* to ensure the grant monies issued were spent under the prescribed direction of Council based on the original CEP Grant Application Form.

In the absence of completing the required Grant Reporting Form, future grant requests will not be considered by Council.

Grant recipients that received \$10,000 or more in the current year are also required to appear before Council for a five minute presentation on the use of the grant. The Legislative Services Department will contact those applicable groups to arrange a meeting date and time for the presentation.

Please complete this form and submit it, with the required supporting documentation, to:

Legislative Services Department (CEP)
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5
PHONE: 604-932-5535
FAX: 604-935-8109
EMAIL: corporate@whistler.ca

Completed Grant Reporting Forms are due by December 1, 2020.

GRANT REPORTING REQUIREMENTS

All grant recipients must report to the RMOW by 4 p.m. on December 1, 2020, by the following applicable methods:

- a. All organizations that receive funds must:
 - I. Complete the CEP Reporting Form and send it to the attention of the Legislative Services Department.
 - II. Include a financial breakdown of how funds were spent and provide receipts if applicable.
- b. Organizations that receive \$10,000 or more, also must:
 - I. Write a press release to be distributed to local media, shared on the organization's website and on their social media platforms (where applicable) that outlines the project and acknowledges the RMOW's contribution.
 - II. Make a five (5) minute presentation at a Regular Council Meeting outlining to Council how the grant money was used.

GENERAL INFORMATION

Name of Organization:	Association of Whistler Area Residents for the Environment
Society Registration Number:	892079443RR0001
Mailing Address:	PO Box 1370, Whistler, V0N1B0
Contact Name & Phone Number:	Claire Ruddy (number on file)
Email Address:	cruddy@awarewhistler.org
Grant Amount Issued:	\$5,000

GRANT INFORMATION

Purpose of Grant	<i>Explain in detail how the funding was spent. Please note, this year, we advised that the funds were not tied to your original request, but to use the funds as best deemed by your organization.</i>
Please see attached.	

Was This a New Program or Activity?	<i>If yes, please describe if the program was a success or needs improvement, and if it will continue in future years.</i>
Please see attached.	

GRANT INFORMATION

Grant Results – Financial Breakdown			
	Annual Budget (\$)	Grant <u>Awarded</u> (\$)	<i>Provide a brief description of the specific amount that was spent.</i>
Salaries:			
General operations:			
One-time project / program:			
Physical asset(s):			
Rent (RMOW facilities):		N/A	
Rent (other facilities):			
Other:			
Totals	\$		% <i>(Grant amount ÷ Annual budget amount)</i>

Additional Information:	<i>Please list any additional information regarding your grant that you would like to report.</i>

Attachments:	<i>Please indicate the attachments you are including with your Grant Reporting Form:</i>
<input type="checkbox"/> A financial breakdown showing how the grant funds were spent. (Required) <input type="checkbox"/> Copies of receipts showing how the grant was spent. (Required) <input type="checkbox"/> Copy of a news release or organizational collateral recognizing the RMOW as a supporter. (Ex: social media posts, website content, printed collateral, newspaper ads, etc.) (Required only if your organization received \$10,000 or more)	
<input checked="" type="checkbox"/> Other: <input style="width: 600px; height: 20px;" type="text" value="Grant Status Update"/>	
<input type="checkbox"/> Other: <input style="width: 600px; height: 20px;" type="text"/>	

ORGANIZATION AUTHORIZATION:

Submitted by:	Claire Ruddy
Phone number:	(On File)
Email:	cruddy@awarewhistler.org
Date:	Dec 2020
Signature:	

Thank you for submitting your Community Enrichment Program Grant Reporting Form.

Please contact the Legislative Services Department at corporate@whistler.ca if you require any assistance.

Personal and third party information provided in this application form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding the collection, use and disclosure of this information please contact the Legislative and Privacy Coordinator at 604-935-8118 or at 4325 Blackcomb Way, Whistler, B.C.VE8 05X



Association of
Whistler Area Residents
for the Environment

The Association of Whistler Area Residents for the
Environment
PO Box 1370 | Whistler | BC | V0N 1B0
info@awarewhistler.org
www.awarewhistler.org

Nov 30 2020

Dear Mayor, Council & RMOW CEP Grant Program Coordinating Staff
RE: 2020 Community Enrichment Program (CEP) Grant

In the 2020 CEP grant cycle AWARE was awarded \$5,000 to support the implementation of initial early win climate actions identified as part of the Climate Action Campaign Jam, which we were designing as a conference-styled space for community members from throughout the region to mobilize on climate action campaigns.

At the time of CEP application we had the Climate Action Campaign Jam scheduled for May. As with many events the pandemic caused cancellation of the plans for an in-person gathering. As we shift to an online format for the event we identified February 2021 as the best option for new timing recognising that: businesses as one of our main target audiences would likely be stretched through Fall with the predicted (and now underway) second wave of covid; and that a backlog of postponed spring events would make the end of year busy for all of our target audiences. The postponement of the event clearly delays the use of the 2020 CEP funding to allow us to support the implementation of initial early win campaign actions.

The \$5000 of CEP funding remains on hand and ready for use as intended. As per our application - funds will cover time and tools needed to support assigned lead individuals and organisations bringing early win climate actions to fruition. This early-win action support will allow momentum from the event to be maintained, helping to keep people engaged while also bridging any actions where we would need to seek suitable funding for actions that are longer-term or where significant investment is needed. This means funds will now be spent in March & April of 2021 (i.e. for 2 months following the climate action event).

We are and will continue to engage with staff, Council and partners as this project is delivered and look forward to reporting back in full upon completion.

Sincerely,



Claire Ruddy,
Executive Director
Association of Whistler Area Residents for the Environment