

January 21, 2021

Dear Richard Divine,

Re: Local Sport Relief Fund

Organization Name: Courtenay Lawn Bowling Club

Grant ID: LSRFURB-312

Congratulations! Your application for the Local Sport Relief Fund has been selected to receive \$5,000.

As a successful grant recipient, please ensure that the following requirements are met.

How do I receive my grant?

viaSport uses direct deposit to distribute funds to successful applicants. Please use our secure online form to provide your organization's banking information within 7 days of receiving this letter.

Direct Deposit Form: <https://viasport.formstack.com/forms/directdeposit>

A payment will be made 1-2 weeks after your direct deposit information is submitted. You will also receive a confirmation email once the payment has been made by viaSport.

Your grant award

Please remember that all funds awarded must be spent on eligible expenses by March 1, 2021.

Expenses

Eligible expenses may include, but are not limited to costs associated with:

- Day-to-day administrative costs (essential fees and dues, IT costs, office supplies)
- Salaries, wages or benefits
- Professional fees (accounting, bookkeeping, legal)
- Rent, mortgage, storage costs or utilities*
- Insurance
- Equipment essential to providing sports programming

- COVID-19-related supplies (cleaning supplies, signage, PPE)

Please keep the receipts of all your expenses, as viaSport may perform an audit to ensure funds are used for eligible expenses.

Funds must not be used to cover expenditures already supported by other government COVID-19 emergency measures including, but not limited to, the Canada Emergency Response Benefit (CERB), the Canada Emergency Wage Subsidy (CEWS), the Canada Emergency Business Account (CEBA), and the Canada Emergency Commercial Rent Assistance (CECRA) for small businesses.

Other ineligible expenses include:

- Professional development activities created and delivered on a one-to-one basis including coach training
- Costs related to attending professional development activities (including travel costs)
- Feasibility and market study costs
- Travel
- Hospitality
- Taxes

Can I promote my grant?

The Province of British Columbia has officially announced all successful applicants so you are free to publically promote your grant on social media or your website.

You may also develop materials that acknowledge viaSport and the Province of British Columbia through the use of logos. For viaSport logos and correct examples of provincial recognition, please visit: <https://viaSport.ca/recognition>.

Impact survey and story

Your organization is making an impact in your community and viaSport is interested to know how this funding is helping to sustain your activities. As a grant recipient, you are required to complete a small series of questions by March 1, 2021.

viaSport may choose 1-3 organizations and feature them on our blog and social media channels! This is a great way to give your program exposure across the province.

Impact Survey: https://viasport.formstack.com/forms/lsrcf_report

Support from the viaSport Regional Alliance

The viaSport BC Regional Alliance provides support to local sport organizations across the province through a number of initiatives and capacities. The Regional Alliance strive to help LSOs on an organizational, regional sport collective, and individual coach and athlete level (via local working groups, regional support programs, mentorship programs, local training and equipment support grants, coach training, and athlete support and education.

The viaSport Regional Alliance in your area will be hosting a webinar to provide more information and support for this grant and beyond. You will be receiving information shortly on the webinar

Here are the contact details for the Regional Alliance member in your area:

PacificSport Vancouver Island
Catharine Edwards, General Manager, cedwards@pacificsport.com, 250-754-6200

Digital signature

By digitally signing this letter, you confirm and accept the requirements outlined above. If you have any questions, contact viaSport by phone at 778-654-7542 or by e-mail at localsportfunding@viasport.ca.

Signatures