

Electoral Areas Grants-in-Aid (GIA)



Program Guidelines - 2026

Capital Regional District - Financial Services

Purpose

To establish criteria for the Electoral Areas Grants-in-Aid (GIA) program and provide information about application requirements and reporting processes. Please review this guide before completing an application.

What is GIA?

Grants-in-Aid are one-time grants to fund special projects and activities, awarded to community non-profit organizations that deliver projects benefiting electoral areas that are not already funded by tax requisition through other Capital Regional District (CRD) services. Funding decisions for the Juan de Fuca (JdF) and Southern Gulf Islands (SGI) Electoral Areas are made by their respective electoral area director. Salt Spring Island (SSI) Electoral Area funding decisions are made by the Salt Spring Island Local Community Commission.

Applicant Eligibility

Who can apply?

- Not-for-profit/non-profit organizations.
- Community groups.

Who cannot apply?

- For-profit businesses.
- Private individuals.
- Governments and their subsidiaries.
- Organizations funded by tax requisition through other CRD services.
- Previous recipients with overdue reporting or unreturned funds (if applicable).

Project Eligibility

What is eligible?

- Projects must provide a direct benefit to the Electoral Area to which the application pertains.
- Special one-time projects and initiatives; including recurring events or programs with a defined scope and timeline, and with identifiable project-specific expenditures.

What is not eligible?

- Ongoing operational and administrative costs (E.g. taxes, office lease, annual bookkeeping etc.)
- Activities that are the responsibility of other levels of government.
- Requests that benefit specific individuals or entities.

Application Process

Pre-submission

Please review the eligibility criteria and post approval requirements contained in these guidelines. Only projects that meet the eligibility requirements will be considered.

Intake & Submission

The intake and submission process differs for each Electoral Area. Please refer to the [CRD Grants-in-Aid website](#) for up-to-date information and instructions. Please note some Electoral Areas may only accept applications during limited portions of the year.

Applications should be completed electronically (preferred), or alternatively they must be legibly printed in black ink that will photocopy easily. Incomplete or illegible applications will **not be accepted** and will be **returned** to the applicant.

Approval Process

Approvals are subject to available funding, eligibility and are at the discretion of the applicable Electoral Area Director/Local Community Commission. Applicants will be informed of the outcome of their application via email.

After Project Approval

Successful applicants have **12 months** to complete their project from the date of project approval.

Project Reporting

Upon project completion, applicants must fill out and submit the final report using the template included in the application package. Reporting requirements are as follows:

1. Final reports must be submitted to the CRD **within 60 days** of the completion of the project.
Failure to provide a complete and accurate final report will render the applicant **ineligible** for future Grants-In-Aid until the final report has been accepted by the CRD.
2. Provide an itemized list of project expenses.
Project-related invoices and receipts are not required with the final report submission; however, they must be retained and may be requested by the CRD for up to two years following project completion for audit purposes. The CRD reserves the right, at its sole discretion, to determine whether Grants-in-Aid (GIA) funding has been properly used and may require repayment of any ineligible or misspent funds.
Failure to repay ineligible or misspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.
3. Unspent funds must be returned to the CRD when the applicant submits their final report.
Failure to repay unspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.
4. **2 to 5 photos** of the completed project must be submitted with the final report.

Acknowledgement

Any published materials for the project or initiative must acknowledge the contribution made by the Capital Regional District Electoral Areas Grant in Aid Program by inserting the CRD name and logo into the list of funding participants.