



MEMORANDUM

To:	Crystal Brown, Electoral Area Manager, Peace River Regional District Peace River Regional District (PRRD) Board of Directors
From:	Dawn Johnson, Clear Course Ltd.
Date:	7 September, 2023
Regarding:	Update on Grant Writer Services Program: Peace River Regional District (PRRD) Period: 01 Dec 2022–25 August 2023

Dear Crystal and PRRD Board of Directors,

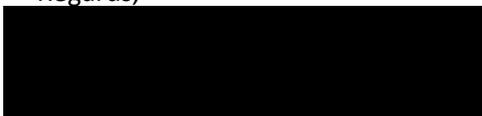
Our team is pleased to provide you with an update on the projects that have been funded under the PRRD Grant Writer Services program from December 1, 2022, to August 25, 2023. Within this report, you will find a program summary followed by an overview of the projects that have received funding. It is important to note that in addition to the projects and funds detailed in this summary, an additional 18 grant submissions are pending an outcome.

It's exciting to know that 32 community groups have used the grant writing services to date, some for more than one project. We have also engaged with an additional 29 groups to help them develop their projects so that they are grant-ready; this means we have reached 61 community groups to date.

In 2023, we hosted one information session and two workshops to help build regional grant writing capacity; 44 community members participated. Clear Course has now hosted seven information sessions and six workshops since 2021, reaching 133 participants. We also created a series of grant writing resources for the Grant Writer Services program that were shared with participants at these events.

We look forward to our continued work with the communities in the PRRD, supporting them as they grow their operations and services.

Regards,



Dawn Johnson
Principal & Senior Project Manager
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Making meaningful projects a reality | We are honored to work on the unceded Traditional Territory of Lil'wat Nation

PRRD GRANT WRITER SERVICES PROGRAM SUMMARY

Since starting our work with the Peace River Regional District (PRRD) in March 2021, we have worked with many organizations in the region. We have supported community groups with their grant proposal writing needs and helped build grant writing capacity in the region by hosting a series of grant writing information sessions (6) and workshops (4). It is rewarding to see PRRD organizations deliver additional services and support to their local communities by way of these funded projects.

Grants	Communities Awarded Funds		Funds Awarded to date (\$)	Unsuccessful	Pending
28 Awarded Grants	Charlie Lake	Hudson's Hope	\$2,126,375	\$897,052	\$841,515
23 Unsuccessful Grants	Chetwynd	Moberly Lake			
18 Grants Pending	Dawson Creek	Prespatou			
	Farmington	South Peace			
	Fort St. John	Tate Creek			

AWARDED GRANTS – SUMMARY

Below is a summary of the grants awarded to community groups between December 2022 and August 2023.

Grants Secured as of December 2022:

Community Group:	North East Native Advancing Society
Project Name:	Plant Field Guide
Funder & Program:	First Nations Health Authority, Indigenous Climate Health Action Program
Amount Awarded:	\$100,000
Project Details:	The goal of this project is to identify, catalogue, map, and protect the location and current state (health, abundance, access, etc.) of culturally significant plants within BC Treaty 8 Territory. Nations within Treaty 8 are Prophet River First Nation, Halfway River First Nation, West Moberly First Nation, Fort Nelson First Nation, and Daylu Dena Council.

Community Group:	South Peace Mile 0 Park Society
Project Name:	Pioneer Village Reroofing project
Funder & Program:	NDIT, Cultural Infrastructure Program
Amount Awarded:	\$96,950
Project Details:	This project involves installing new roofing on the historical buildings in the Walter Wright Pioneer Village—a tourism and recreation fixture in the Mile 0 Park located in Dawson Creek.

Community Group:	Chetwynd Public Library
Project Name:	Living Life to the Full – Mental Health course
Funder & Program:	Northern Health, IMAGINE grants
Amount Awarded:	\$1,234
Project Details:	This project addresses mental wellbeing in the community of Chetwynd by offering a free education program based on the principles of Cognitive Behavioural Therapy (CBT). The program, 'Living Life to the Full', is an eight-week mental health promotion course developed by the Canadian Mental Health Association.

Grants Secured Prior to December 2022

Community Group:	Fort St. John Hospital Auxiliary
Project Name:	Broda Chairs Purchase
Funder & Program:	(1) Ovintiv, Community Investment Program (2) CN, Community Investment Program (3) Pembina, Community Investment Program
Amount Awarded:	\$10,000, \$25,000 and \$4,000, respectively

Community Group:	Windrem PAC
Project Name:	Outdoor Learning Shelter
Funder & Program:	Ovintiv, Community Investment Program
Amount Awarded:	\$10,000

Community Group:	Dawson Creek & District Stables and Arena Association
Project Name:	Arena Floor Replacement
Funder & Program:	Pembina, Community Investment Program
Amount Awarded:	\$13,000

Community Group:	Prespatou Planning Committee Society
Project Name:	Prespatou Community Trail
Funder & Program:	Government of Canada (Western Economic Diversification), Active Transportation Fund (Planning)
Amount Awarded:	\$48,800

Community Group:	South Peace Search and Rescue
Project Name:	Jacket Replacement Project
Funder & Program:	Shell, Shell in the Community Fund
Amount Awarded:	\$5,140

Community Group:	Dawson's Creek Sportsman Club
Project Name:	Indoor Shooting Range
Funder & Program:	Government of Canada (Western Economic Diversification), Canada Community Revitalization Fund
Amount Awarded:	\$400,000

Community Group:	Whiskey Jacks Nordic Ski Club
Project Name:	Warming Hut
Funder & Program:	Northern Development Initiative Trust, Recreation Infrastructure
Amount Awarded:	\$293,654

Community Group:	Bear Mountain Nordic Ski Association
Project Name:	New Snowcat
Funders & Programs:	(1) Province of BC, Community Gaming Grants (2) Northern Development Initiative Trust, Recreation Infrastructure
Amounts Awarded:	\$135,000 each; total \$270,000

Community Group:	South Peace Health Services Society
Project Name:	Bulterys House Renovations
Funder & Program:	Northern Development Initiative Trust, Northern Healthy Communities Fund
Amount Awarded:	\$300,000

Community Group:	Chetwynd Public Library
Project Name:	New Library Build & Cafe
Funder & Program:	(1) Northern Development Initiative Trust, Cultural Infrastructure (2) TC Energy, Community Giving
Amount Awarded:	\$300,000 and \$100,000 respectively; Total \$400,000

Community Group:	Chetwynd Public Library
Project Name:	AlphaBITES Healthy Food Program
Funder & Program:	United Way of Northern BC, Community Investment and Impact Program
Amount Awarded:	\$2,500

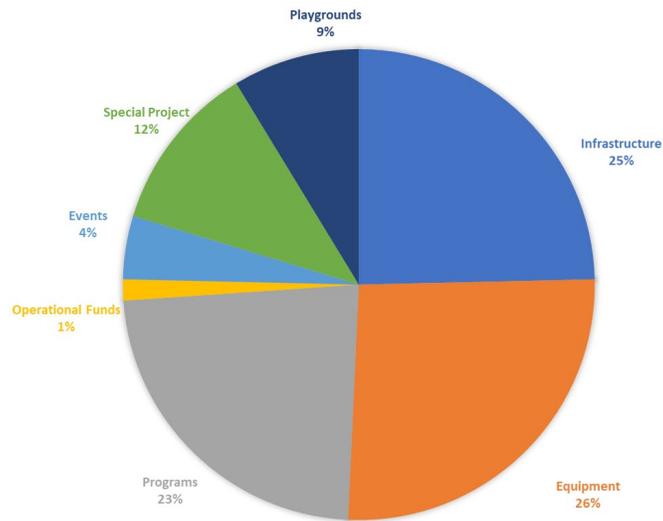
Community Group:	Double H Saddle Club
Project Name:	Re-roof at the Gary Powell Memorial Dance Hall
Funder & Program:	Northern Development Initiative Trust, Community Places
Amount Awarded:	\$30,000

Community Group:	Moberly Lake Fire Hall
Project Name:	Bunker Gear
Funders & Programs:	(1) Pembina, Community Investment Program (2) Enbridge, Safe Community First Responder
Amount Awarded:	\$7,000 and \$7,500, respectively; Total \$14,500

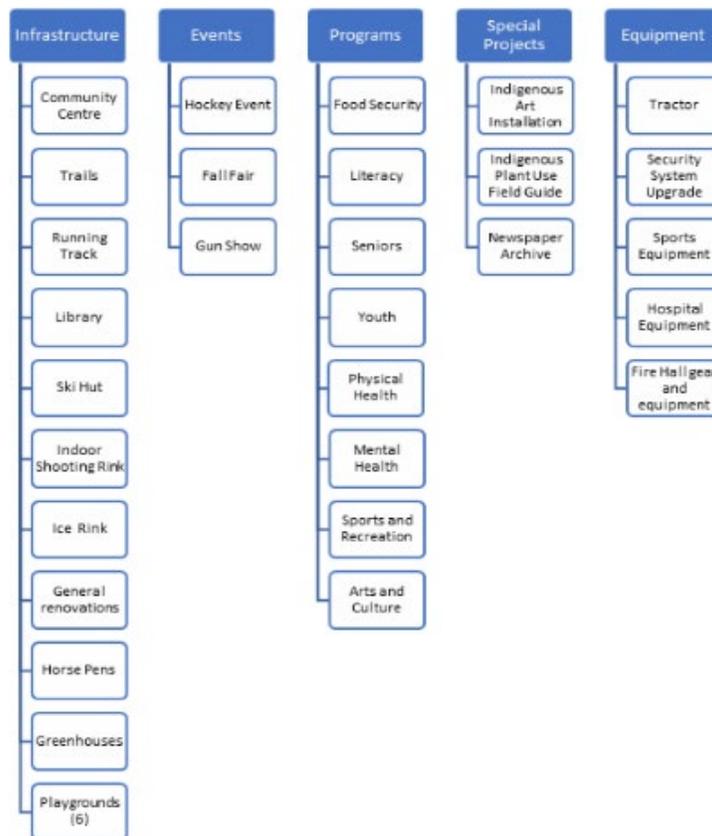
Community Group:	Charlie Lake Fire Hall
Project Name:	Bunker Gear
Funder & Program:	(1) Pembina, Community Investment Program (2) Enbridge, Safe Community First Responder (3) FCC, AgriSpirit Fund
Amount Awarded:	\$7,000, \$7,500, and \$20,000 respectively; Total \$34,500

Common Funding Requests

Funding Requests – By Category



Funding Requests by Category and Affinity



CLEAR COURSE OBSERVATIONS

Over the course of Clear Course's engagement with community groups in the Peace River Regional District, several themes have emerged—they are detailed below.

Project Development

Clear Course has observed that many community groups seeking grant writing services also need project development support. Project development refers to defining a project's scope, budget, timeline, resources, team, and more. Project development is an essential step that should precede applying for funding as it helps to define many of the components of a project that are evaluated in a grant application. Funding programs tend to favor projects that are well developed and have clearly defined risk mitigation plans, resourcing strategies, and deliverables.

Another common challenge observed within community organizations is project scope creep. Scope creep usually occurs when the project goals and objectives are altered to meet the funding program objectives. When the funding program objectives unduly influence the development of a project, it can lead to confused objectives and difficulty in prioritizing project activities.

While we are happy to meet groups where they are at, this preparatory work is ideally completed in advance of community groups seeking grant writing services; this will ensure the PRRD's grant writing program is focused on proposal writing and will likely result in more successful grant proposals.

Project Prioritization

Groups often have a multitude of meaningful projects they want to fund. Prioritizing which project to apply for and when, while ensuring the group's ability to implement, is an important consideration.

Project Management

Once a grant application is successful, the project must move ahead. This means the project must be implemented in accordance with the applicant's proposal and the funder's requirements. Common challenges faced by community organizations when it comes to project implementation and management include keeping up with the pace of the project, managing resources, and making sure the project stays on budget.

Funding Gaps

Occasionally, we observe gaps in funding. Our goal is to communicate these gaps to the PRRD so that the district can work with its partners, e.g., NDI and UBCM, to find ways to bridge these gaps through new and improved grant programs. For example, Clear Course has worked with several groups seeking playground equipment and infrastructure—there is a current gap in this specific type of funding.

IN CLOSING

Clear Course is grateful for the opportunity to work with so many community groups that are dedicated to serving the region, and we are honored to play a small part in making their meaningful projects a reality.