



## MEMORANDUM

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**To:** Ashley Dimapilis, Grants Coordinator, Peace River Regional District (PRRD)  
PRRD Board of Directors

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**From:** Dawn Johnson, Clear Course Ltd.

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**Date:** 13 February 2025

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**Regarding:** Update on PRRD Grant Writer Services Program  
Period: 7 Sept 2023–5 March 2024

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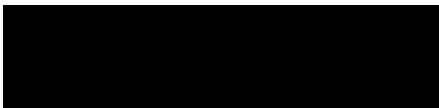
Dear PRRD Board of Directors,

Our team is pleased to provide you with an update on the projects funded under the PRRD's Grant Writer Services program from March 5, 2024, to February 13, 2025. In this report, you will find a program summary followed by an overview of the projects that have received funding. Please note that in addition to the projects and funds detailed in this summary, nine (9) grant submissions (totaling more than \$6,563,832 in requested funding) are pending confirmation.

It's exciting to know that, to date, we have helped write **104** applications on behalf of PRRD community groups and provided support on another **26** applications. In total, **101** community groups have accessed the program in some capacity, some for multiple grants.

We look forward to our continued work with the communities in the PRRD and are honored to play a small part in making their meaningful projects a reality.

Regards,



Dawn Johnson  
Principal & Senior Project Manager  
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*Making meaningful projects a reality | We acknowledge and respect that we work on the unceded Traditional Territory of Lilwat Nation*

## PROGRAM SUMMARY

Since March 2021, Clear Course has supported many community groups with their grant proposal writing needs and helped build grant writing capacity in the region by hosting grant writing information sessions (10) and workshops (8). It is rewarding to see organizations deliver additional services to their local communities as a result of the district’s Grant Writer Services program.

Communities Awarded Funds		Funds Awarded	Unsuccessful	Pending
<ul style="list-style-type: none"> <li>• Charlie Lake</li> <li>• Chetwynd</li> <li>• Dawson Creek</li> <li>• Farmington</li> <li>• Fort St. John</li> </ul>	<ul style="list-style-type: none"> <li>• Hudson’s Hope</li> <li>• Moberly Lake</li> <li>• Prespatou</li> <li>• South Peace</li> <li>• Tate Creek</li> </ul>	\$3,110,695 (47 grants)	\$21,503,861 (69 grants)  Includes: <ul style="list-style-type: none"> <li>• <b>\$10M</b> to North Winds Wellness Centre Society to build new housing.</li> <li>• <b>\$5M</b> to the PRRD for the Seniors Aging in Place program.</li> </ul>	\$6,563,832 (9 grants)

## AWARDED GRANTS – SUMMARY

Below is a summary of the grants awarded to community groups in 2024, followed by grants awarded before 2024.

### Grant Secured in 2024:

Community Group:	Aurora Wolves Rugby Union Society
Project Name:	Rugby Union Travel and Equipment
Funder & Program:	Viasport: Community Sport Development Program
Amount Awarded:	<b>\$3,000</b>
	This funding will support new youth rugby programming in the remote and rural communities of Pouce Coupe and Burns Lake.

Community Group:	Dawson Creek Alliance Church
Project Name:	Meals For You program
Funder & Program:	Vancouver Foundation: Community Prosperity Fund
Amount Awarded:	<b>\$35,900</b>
	This funding will be used to support Meals For You, a subsidized meal program in Dawson Creek.

Community Group:	North Wind Wellness Centre Society (NWWC)
Project Name:	ARCH Housing Study
Funder & Program:	Federation of Canadian Municipalities (FCM): Sustainable Affordable Housing Study
Amount Awarded:	<b>\$250,000</b>

This funding will be used for a study to support the new Addiction Recovery Community Housing project (ARCH). The study will focus on identifying energy saving measures (geothermal and solar) for the new building.

Community Group: Bear Mountain Nordic Ski Association  
Project Name: Trail finishing enhancement  
Funder & Program: Outdoor Recreation Council of BC: Outdoor Recreation Fund  
Amount Awarded: **\$10,000**  
This funding will be used to enhance the Bear Mountain Nordic Ski Association trail network by complete disking, mulching, grading, seeding, and packing works to ensure smooth and level terrain for increased usability and public safety.

Community Group: BC Peace Country River Rats  
Project Name: Spring River Clean Up  
Funder & Program: BC Hydro: Grassroots Grant  
Amount Awarded: **\$2,000**  
This funding will be used towards the annual Spring River Clean Up event. This event helps remove debris, rubbish, and refuse from the Peace River and Pine River after the winter ice has melted.

Community Group: Rock of Ages  
Project Name: Trail finishing enhancement  
Funder & Program: Arc Resources: Community Investment Fund  
Amount Awarded: **\$1,000**  
This funding will be used to purchase recreation equipment for the Rock of Ages Summer Camp.

Community Group: Working Equitation Canada (WEC)  
Project Name: Utility Trailer Purchase  
Funder & Program: Arc Resources: Community Investment Fund  
Amount Awarded: **\$2,000**  
This funding will be used to help purchase a utility trailer to transport WEC's professional dressage arena kit, as well as other working equitation obstacles.

Community Group: South Peace Mile 0 Park Society (SPM0PS)  
Project Name: All-Wheels (Bike) Skills Park and Pump Track  
Funder & Program: NDIT: Recreation Infrastructure Program  
Amount Awarded: **\$300,000**  
This funding will be used to build an all-wheels park that features a beginner-friendly pump track, skills park, and adult pump track.

Community Group: Stage North Theatre Society  
Project Name: Program Support  
Funder & Program: Province of BC: BC Gaming Grant  
Amount Awarded: **\$25,500**  
This funding will be used to support programming run by Stage North Theatre Society.

Community Group: Hudson's Hope Historical Society  
Project Name: Museum audio-visual presentation space for seniors  
Funder & Program: NDIIT: BC Hydro GO Fund  
Amount Awarded: **\$8,000**  
This funding will be used to create an inclusive space in the Hudson's Hope Museum for seniors and persons with diverse abilities.

Community Group: Network Ministries  
Project Name: Walk-in cooler  
Funder & Program: Northern Health: Imagine grant  
Amount Awarded: **\$10,000**  
This funding will be used to purchase a walk-in cooler to support the food bank.

Community Group: North East Native Advancing Society  
Project Name: Our Native Land  
Funder & Program: Public Health Association of BC: Rapid Stimulus grant  
Amount Awarded: **\$25,000**  
This funding will be used to create an accessible teaching garden (Edible Forest) and trail system that enables Indigenous Elders and Knowledge Keepers to share teachings on traditional foods, medicines, and wholistic health practices.

Grants Secured Prior to 2024:

Community Group: Moberly Lake Fire Department  
Project Name: Squad 4 Fire Chief Truck  
Funder & Program: Union of BC Municipalities (UBCM), Community Emergency Preparedness Fund  
Amount Awarded: **\$30,000**

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**

Community Group: South Peace Mile 0 Park Society  
Project Name: Pioneer Village Reroofing Project  
Funder & Program: NDIIT, Cultural Infrastructure Program  
Amount Awarded: **\$96,950**

Community Group:	Chetwynd Public Library
Project Name:	Living Life to the Full – Mental Health Course
Funder & Program:	Northern Health, IMAGINE grants
Amount Awarded:	<b>\$1,234</b>

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:	<b>\$10,000, \$25,000, and \$4,000, respectively</b>

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

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

Community Group:	Tate Creek Community Centre
Project Name:	Storage shed restoration
Funder & Program:	Ovintiv, Community Investment Program
Amount Awarded:	<b>\$10,000</b>

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:	<b>\$48,800</b>

Community Group:	North Wind Wellness Centre Society
Project Name:	Equine Wellness Program
Funder & Program:	First Nations Health Authority, Healing From Trauma
Amount Awarded:	<b>\$7,800</b>

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

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:	<b>\$400,000</b>

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:	<b>\$135,000 each; total \$270,000</b>

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

Community Group:	Dawson Creek Arts Gallery
Project Name:	Northern Arts program
Funder & Program:	(1) Enbridge, Community Investment Program (2) Province of BC, Community Gaming Grants (3) Peace River Hydro Partners, Community Investment Program
Amount Awarded:	<b>\$8,000, \$57,920, and \$5,000, respectively</b>

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:	<b>\$300,000 and \$100,000 respectively; total \$400,000</b>

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:	<b>\$2,500</b>

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:	<b>\$30,000</b>

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:	<b>\$7,000 and \$7,500, respectively; total \$14,500</b>

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:	<b>\$7,000, \$7,500, and \$20,000 respectively; total \$34,500</b>

## CLEAR COURSE OBSERVATIONS (2021–2024)

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

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 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.

### Operating Expenses

Many community organizations need funding to cover business-as-usual expenses, (e.g. wages, insurance, overheads). These types of expenses are not typically supported by grant programs. This means, in some cases, appropriate grant opportunities can’t be found.



## 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., NDIR and UBCM, to find ways to bridge these gaps through new and improved grant programs. For example, Clear Course has worked with eight community groups that are seeking funding for playground equipment and infrastructure—there is a current gap in this specific type of funding.