



**ISLAND EQUIPMENT OWNERS ASSOCIATION**  
400 Burnside Road East Victoria, BC V9A 1A8  
Phone: 250-382-4362 Fax: 250-384-0141 E-mail: info@ieoa.ca

## **2019 IEOA Project Application Guidelines**

1. Project submissions are due by May 31, 2019.
2. The IEOA Project Review Committee (no less than three members) is responsible for reviewing submissions.
3. Applicants are required to fill out and submit a project application form.
4. Project approval will be based on the following criteria:
  - If the project involves field use (i.e. Community Field Use Agreements), more than one user group must have access to it.
  - Ideally the IEOA would prefer to do a one-day project.
  - If there is a commitment from another party (ie. Municipality, School Board, non-profit agency) the scope of their involvement must be identified.
  - Applicant must prove that the project would not happen without the involvement of the IEOA.
  - Projects must not strain the resources of the contributing members.
  - The project must not take work away from the membership. If additional work is required beyond the scope of the project, work will first be offered to Association members.
  - Consideration will be given to applicants who provide food and refreshments to the membership the day of the project.
  - Recognition of donations.
5. Projects that have been referred to committee will be short-listed and be brought to the next Director's Meeting.
6. Applicants that have been short-listed will be asked to provide additional information. The scope of the project will be identified before final approval is given.
7. Approval of the project must be ratified at a General Meeting each year.
8. The Association will normally approve one project per year.



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## **2019 IEOA Project Application Form**

Please fill out the following questions as accurately and as thoroughly as possible. All applications are referred to the Project Committee for review. Please return the completed application by mail, email, or fax. Submissions are due by May 31, 2019.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Charitable Registration No.: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

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1) What are the mission/goals of your organization:

2) Anticipated date of the project: \_\_\_\_\_

3) Would this project happen without involvement of the IEOA?

4) Describe the scope of this project:

5) Who will benefit from this project?

6) Do you intend to share this project with other partners? Please identify the commitment of those partners.

7) How do you propose to recognize donations of time, material and labour from members of the Island Equipment Owners Association?

8) Will you provide food and/or refreshments to members who are donating time, material and labour on the day(s) of the project?