



IEOA PROJECTS GUIDELINES FOR SUBMITTING PROPOSALS

1. Deadline for project submissions is February 28th of each year.
2. The IEOA Project Review Committee (no less than three members) is responsible for reviewing submissions.
3. Applicants are required to fill out 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 Director's Meeting in March of each year.
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.

THE ISLAND EQUIPMENT OWNERS ASSOCIATION

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382-4362 – Fax 384-0141
E-mail – ieoa@shaw.ca

PROJECT APPLICATION

***Please fill out the following questions as accurately and as thoroughly as possible. All applications are referred to committee and approval is given in April of each year. Please return the completed application by mail or fax. Deadline for submissions is February 28th of each year.

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Charitable Registration No. _____

Contact person for this request: _____ Telephone: _____

1) State mission/goals of your organization:

2) Anticipated date of project:_____

3) Would this project happen without our involvement?

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 refreshments to members who are donating time, material and labour the day(s) of the project?