



2017 COMMUNITY GRANT APPLICATION

Please fill in the information below and attach it to the front of the application package. Read the attached Community Grant Program Policy carefully for eligibility criteria and to ensure you are submitting an accurate and complete application.

Organization Name:	
Contact Name and Title:	
Mailing Address:	
City & Province:	Postal Code:
Charitable Registration Number (if applicable):	
Phone Number:	Email Address:
Amount being requested from the Town of New Tecumseth:	

Community Grant Program

This category provides funding to assist organizations which provide core services to the community, are beneficial to the community, and are not provided by the Town.

Funds provided in this category will include requests for initial start-up funding, equipment, material and supplies purchases, or to offset Town established user fees to rent space, equipment or supplies, which may include but is not limited to, space rental, signs, equipment (e.g. tables, chairs, sound system, etc.) or in-kind services (e.g. staff set up / take down, re-locating picnic tables, etc.).

Groups considering a request to have Town user fees waived must apply for a grant in this category.

Please submit a complete and original, signed application and all supporting documentation by 4:30 p.m. Friday, March 31, 2017 to the:

Parks, Recreation and Culture Department
C/O Clerks Department
Town of New Tecumseth
10 Wellington Street East
Alliston Ontario L9R 1A1



2017 COMMUNITY GRANT APPLICATION

APPLICATION CHECKLIST

All items below must be included with the Application in order for the application to be deemed complete and considered.

Please confirm the following items are included with the application:

- A brief description of the Organization including its Mission Statement, Constitution or Statement of Purpose
- Purpose for which the grant will be used
- Most Recent or within 2 years Financial Statements including Balance Sheet and Income Statement
- Organizational Budget
- List of the Board of Directors/Executive (including address and contact information)
- List of funding sources, including other grants, subsidies or in-kind services
- Any other relevant data
- Application form signed by authorized officials of the organization indicating that they have reviewed and approved the application

Important Requirements and Information:

- The maximum eligible amount for 2017 is \$2,000.00. Groups considering a request to have Town user fees waived must apply in this category.
- Please read the attached Community Grant Program Policy carefully for eligibility criteria and to ensure you are submitting an accurate and complete application.
- Complete 2017 Grant Applications will be brought forward to a Working Session of Council for consideration in May of 2017.
- Groups applying for a grant must comply with the criteria outlined in the Community Grant Program Policy(attached). Grants will be awarded on a first-come, first-served basis, with priority given to groups which submit complete grant applications on time, and on the approved application form.
- A follow-up report, describing how the approved grant funds were used, is required to be submitted before the end of the fiscal year in which the grant was issued. The applicant / organization will not be eligible for future grants if the follow-up report is not received within this timeline.



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3. Briefly describe the history of your Organization and your target market, participants or audience.
4. Did the Organization receive any government assistance in the past three years.
 Yes
 No
5. If the answer to question #4 is yes, please indicate the sources and amounts of funding:
- Federal Sources: _____ Amount: \$ _____
- Federal Sources: _____ Amount: \$ _____
- Provincial Sources: _____ Amount: \$ _____
- Provincial Sources: _____ Amount: \$ _____
- Municipal Sources: _____ Amount: \$ _____
- Municipal Sources: _____ Amount: \$ _____
- Other: _____ Amount: \$ _____
6. Please list:
Number of Members: _____ Number of Volunteers: _____
Number of Paid Staff: Full-time: _____ Part-time: _____



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7. Is this a request to waive Town user fees? E.g. rental fees for a facility space

Yes

No

8. Please provide a brief description on what the grant will be used for.

9. List your organization's financial reserves.

Description	Amount in \$ (Total all accounts)
Cash	
Investments	
Bank Account Balances	
Other:	
Other:	



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If you need more space to answer certain questions, you may provide your answers on a separate page. Please identify the number of the question you are answering.

ORGANIZATION AGREEMENT

Signature of Authorized Official(s)

- Signed on behalf of the organization by authorized officers of the organization, we certify that:**
- a) I am aware that the information and materials provided to the Town of New Tecumseth with respect to this grant application is considered to be PUBLIC INFORMATION and will be released to the public, including financial information provided in #9 above;**
 - b) That the approved grant funds will be used for the purpose identified in the application by December 31, 2017. If the purpose for which the funding is applied for is not undertaken, the grant money will be returned;**
 - c) The information given in this application for funding assistance is accurate and complete.**

Signature

Position

Date

Signature

Position

Date

NOTE: The release of all grant funds is contingent upon the Town receiving a copy of the organization's most recent or within two years financial statements.

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information & Protection of Privacy Act and will be used to determine eligibility for grants.

TOWN OF NEW TECUMSETH COMMUNITY GRANT PROGRAM POLICY

Approved: January 16, 2017



POLICY STATEMENT

The Town of New Tecumseth Community Grant Program Policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements. Preferences will be given to not-for-profit organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

RELATIONSHIP TO THE TOWN'S STRATEGIC PLAN

The purpose of the Community Fund Program is in keeping with the Town's strategic objective to preserve the heritage and promote the provision of a diversity of cultural activities, and active and passive recreational opportunities which reflect the range of lifestyle interests, ages, and states of health and mobility of residents.

PURPOSE

The Town of New Tecumseth recognizes the valued contributions being provided, through the volunteer efforts of community organizations and agencies, on behalf of the citizens. Community grant funding demonstrates Council's commitment to working with groups that provide these beneficial programs, services or projects to the community, while at the same time recognizing the financial constraints impacting the Town's ability to provide funding to groups.

The New Tecumseth Community Grant Program is available to support not-for-profit organizations, whose initiatives add to the quality of life within the community.

Town of New Tecumseth Council, in the course of its annual budget deliberations, and subject to budget constraints, may approve discretionary grants to support such organizations, groups and/or events that are considered core services, and will have a direct or indirect benefit to the residents of the Town of New Tecumseth. Consideration of requests for municipal grants shall be in accordance with this policy.

Organizations requesting grant funding outside of this policy must make a presentation to Council at the annual Public Budget Meeting. Council will consider their request as part of the annual budget process.

Applications must be received, in writing on the appropriate application form, addressed to the Town Clerk, and will be considered in the year in which the funds are requested. All information must be provided on the application form in order to be eligible.

There will be ONE grant application deadline each year. An organization may only request financial assistance once in a calendar year.

TOWN OF NEW TECUMSETH COMMUNITY GRANT PROGRAM POLICY

Approved: January 16, 2017



COMMUNITY GRANTS PROGRAM:

The Town's Grant Program is comprised of three categories as follows:

1. Community Grant Program

This category provides funding to assist organizations that provide core services to the community, which are not provided by the Town, and are beneficial to the community. Funds provided in this category will include requests for initial start-up funding, equipment, material and supplies purchases, or to offset Town established user fees to rent space, equipment or supplies, which may include but is not limited to, space rental, signs, equipment (e.g. tables, chairs, sound system, etc.) or in-kind services (e.g. staff set up / take down, re-locating picnic tables, etc.). Groups considering a request to have Town user fees waived must apply for a grant in this category.

2. Community Events Grant Program

This category provides organizations with financial support to assist with the delivery of a variety of community celebrations, festivals, and special events, which Council considers core services to the community. Examples may include but are not limited to:

- Beeton Honey Festival
- Bluegrass Festival
- Tottenham Community Week
- Alliston Annual Potato Festival
- Beeton Fall Fair
- Additional events which Council approves as core community events from time to time

But will not include events such as:

- Fundraising events
- Events which raise funds for another organization
- Events hosted by the private sector or individuals

Organizations wanting to have their event considered a core community event must register and have the event approved by Council in advance of the annual Community Events Grant Program.

3. Community Arts, Culture and Tourism Grant Program

This category supports local not-for-profit organizations promoting opportunities in artistic expression and cultural endeavours for people of all ages, through education and participation, as well as supporting tourism and development activities. This category will also support the operation of significant cultural facilities which provide core services to the community. Examples may include but are not limited to:

- Gibson Cultural Centre
- Sir Fredrick Banting Homestead
- South Simcoe Railway
- Additional facilities and endeavours which Council approves as core for the community, from time to time

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Organizations wanting to have their facility or endeavour considered a core must register, meet the criteria outlined in the policy, and have the event approved by Council in advance of the annual Community Arts, Culture and Tourism Grant Program process.

GRANT APPLICATION PROCESS

All applications will be received, date stamped, then reviewed by staff to ensure that applications are completed in full, and applicants meet all of the criteria. Applications are to be on a form prescribed by the Town of New Tecumseth and must be accompanied by:

- Most recent financial statement.
- Proposed budget for the current operating year.
- Brief description of the organization, including its constitution, mission statement or statement of purpose.
- List of volunteer Board of Directors/Executive (name and address).
- Purpose for which grant will be used. The applicant must demonstrate that the funding will support community programs and services.
- Other sources of funding the applicant has applied for or obtained.

It is the applicant's responsibility to submit the application by the stated deadline. The applicant should check to ensure that the application is complete, signed, accurate, legible, and submitted in the correct order with the correct number of copies. The Town will not follow up on any of these requirements as this is the applicant's responsibility. The Town will not automatically notify the applicant when the application package is received.

ELIGIBILITY CRITERIA

The Town of New Tecumseth Grants Program is intended to support not-for-profit organizations and groups whose programs and services are aligned with the goals of the Town of New Tecumseth's Strategic Plan. Priority will be given to organizations that provide core recreation, artistic and cultural programs and services for the benefit of the New Tecumseth community. To be eligible for financial support organizations must:

- be a registered charity and/or non-profit organization;
- be administered directly by a volunteer board/executive/organizing committee with at least 5 members and a minimum of 4 members not family related;
- hold an annual general meeting and have a board of directors or executive committee elected from the general membership through a democratic election process;
- provide financial statements for the previous 2 years;
- primarily serve at least 75% of New Tecumseth's residents/ratepayers **unless** evidence is provided to support the exceptions noted below*;
- have a demonstrated record of regular, ongoing successful programming / events;
- build capacity for the Town to extend services to the general public;
- demonstrate sufficient resources to be able to deliver the services and programs for which funding is being sought;
- provide an operating budget for the organization's operating year in which funds received would be utilized;
- have completed all program requirements associated with a previous grant received from the Town;

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- complete and submit an official grant application form according to the Grants Program deadline;
- the organization must be contributing at least 50% of the project amount being requested in the form of cash or in-kind contributions.

***Exceptions to 75% New Tecumseth residency:** Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempt from this standard if the organization meets one of the following criteria:

- provides an emerging or unique service;
- services a population with special needs;
- caters to a high performance/elite level of activity;
- showcases community events which draw a significant audience base;

ACTIVITIES NOT ELIGIBLE FOR FUNDING

The following activities will not be eligible for funding:

- services which are clearly within the mandate of other levels of government;
- services which are primarily educational (in particular, academic or technical training);
- transportation expenses;
- processing legal or human rights cases;
- paying off deficits;
- attendance at or fees for conferences, workshops or other forms of training;
- duplication of funding received or requested from another funding organization or level of government;
- activities that could be deemed discriminatory as defined by the Ontario Human Rights Code;
- activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine;
- political and/or advocacy activities;
- fundraising activities;
- flow-through funding (where the intent is to directly raise funds and redistribute these funds to other groups or organizations).

Applicants not eligible for funding

The following applicants will not be eligible for funding:

- individuals;
- for-profit organizations;
- foundations, groups or individuals which raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies;
- universities, colleges, schools and their associated/auxiliary groups or agencies;
- organizations considered to be within the social service sector;
- organizations whose purpose is related to political activity;
- organizations which are not in good financial standing with the Town.

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FUNDING LIMITS

The maximum financial amount given to any one group/organization, in a calendar year, shall not exceed the amount approved by Council annually, and indicated on the annual grant application form. Only one grant per year per organization will be considered by Council.

If a group has a financial surplus or reserve from the previous year of operation, and it is not designated for a specific purpose, the amount of surplus or reserve will be deducted from any grant considered for the organization;

FUNDING EVALUATION CRITERIA

If an organization meets the eligibility criteria, the following consideration will be given to determine the amount of the grant:

- the benefit to the New Tecumseth community and the need for these projects / services must be clearly demonstrated;
- extent of contribution to the enrichment of community life;
- how the community is made aware of the programs and services they provide and how the community can participate;
- the amount of funding requested, and financial need, compared to the organization's annual budget;
- demonstrated ability to manage and sustain growth that may result from a grant;
- degree of community involvement, support and the number of residents served;
- extent of working together with other community groups;
- effectiveness (outcomes) of efforts at the conclusion of the project;
- degree to which the program, services and activities are consistent with community support, efficient use of resources, sound business practices and development of volunteer knowledge, skills and self-reliance.
- funding limits outlined in the annual grant application.

Notwithstanding the eligibility and evaluation criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the non-eligibility activities outlined in this policy, at their discretion.

APPLICATION REVIEW and APPROVAL PROCESS

The Town Clerk or designate will review the application for completeness.

Eligibility Criteria

Groups applying for a TNT grant must comply with the criteria outlined in the policy. Grants will be awarded on a first-come, first-served basis, with priority given to groups which submit complete grant applications on time, and on the approved application form.

TOWN OF NEW TECUMSETH COMMUNITY GRANT PROGRAM POLICY

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Town of New Tecumseth Grants Review Committee

Complete Grant Applications will be reviewed by the **Town of New Tecumseth Grants Review Committee** consisting of:

- The Mayor;
- The Town Clerk or designate;
- The Director of Parks, Recreation and Culture or designate;
- Committee Administrator.

The committee will make a recommendation to Council, utilizing approved criteria to assess and confirm eligibility for funding, within approved budget limits.

Notification of Application Status

After Council approval, applicants will be notified regarding the status of their request and funds will be distributed. Grant applicants will be notified by the date included in the annual grant application form. All grant applicants will receive written notification regarding the amount and specific uses of the funding, and any funding conditions and applicable agreement requirements. Funding will be released with documentation of expected evaluation and reporting requirements.

Available Funds

The total funding available for grants from the fund will be determined annually through the budget process.

Timing for Use of Funds

Successful candidates must use the grants by December 31 of the year in which the grant was issued.

Follow Up Report

A follow-up report from the organization, describing how the approved grant funds were used, is required to be submitted before the end of the fiscal year in which the grant was issued. The applicant / organization will not be eligible for future grants if the follow-up report is not received within this timeline.