



August 15, 2017

Dear 2018 Community Impact Grant Applicant:

Centre Wellington Township is currently accepting Community Impact Grant (formerly the Township Grant Program) requests for 2018. These grants are issued in support of various local community groups. Community groups and organizations are asked to submit their grant requests for 2018 by completing a grant application form.

Attached is the Township of Centre Wellington's Grant Application Policy. It is important that each applicant review, and become familiar with, the terms of the grant policy before commencing preparation of the application form. Particular attention should be directed to the items listed in Section 1.0, "Applicant Qualification".

Applicants should also closely review the "Terms and Conditions" and ensure the "Checklist" has been completed on Page 7 of the Community Impact Grant Application Form before submitting their request. ***Failure to adhere to these stipulations will disqualify your organization from future Township grant consideration.***

Completed Community Impact Grant applications by qualified groups or organizations are to be received on or before **4:30 pm Friday, October 13th, 2017. Please note this is an earlier deadline from previous years.**

They are to be delivered to:

Centre Wellington Community Sportsplex
550 Belsyde Avenue E.
Fergus, ON
N1M 2W5

ATTN: Dorothy Smith
Manager of Programs and Event Services

If you require any further information or clarification, please contact the undersigned by phone at (519) 846-9691 ext 322, or by e-mail at dsmith@centrewellington.ca.

Yours truly,

A handwritten signature in black ink that reads "Dorothy Smith". The signature is written in a cursive, flowing style.

Dorothy Smith
Manager of Programs and Event Services

Appendix A

Township of Centre Wellington

Grant Application Policy

The purpose of this policy is for the Township of Centre Wellington to provide financial assistance to not-for-profit organizations by means of a grant to enhance the overall wellbeing of the community.

1.0 APPLICANT QUALIFICATION

Organizations applying for funding must meet the following qualifications:

1.1 Qualifications For Funding

- 1.1.1 The organization must be operating as a not-for-profit organization.
- 1.1.2 The organization must be comprised of an independent volunteer board of directors and must meet regularly and maintain appropriate minutes and records of proceedings.
- 1.1.3 Be based in the Township of Centre Wellington, with at least a majority of members being Township residents. Membership and programs must be open to all Township citizens, and services, programs and activities must be of benefit primarily to Township citizens.
- 1.1.4 The organization's programs or services must serve clearly identified community needs not already adequately addressed by another organization, be it government, corporate or another not-for-profit organization.
- 1.1.5 The applicant's organization must be organized for at least one year.
- 1.1.6 The organization must provide evidence that the community has shown a commitment to their programs through participation in the organization or attendance at functions sponsored by the organization.
- 1.1.7 The organization should have demonstrated support from some other source than public funds. Other sources of income should include substantial financial support from audiences through ticket sponsorships or membership sales, where the functions of the organization are such as to serve audiences.
- 1.1.8 Financial responsibility should be demonstrated through the preparation and submission of operating budgets and complete financial statements. Complete financial statements include both a balance sheet and income statement, prepared by a licensed accountant operating independently of the applicant, for organizations with annual gross revenues in excess of \$50,000. The Township recognizes that financial statement preparation costs can be prohibitive to smaller organizations, and therefore will accept a current, internally prepared, balance sheet and income statement for entities with annual gross revenues less than \$50,000.

1.1.9 The organization is not in arrears to the Township of Centre Wellington.

1.2 **Ineligible For Funding**

1.2.1 Organizations which are profit-oriented.

1.2.2 Individuals.

1.2.3 Marketing, travel or accommodation, uniforms, personal equipment, banquets, trophies or entertainment.

1.2.4 Rent (excluding Township facilities), utilities or debt repayment (i.e. mortgages).

1.2.5 Attendance at conferences, workshops or seminars.

1.2.6 Request for contributions to fund prior year deficits incurred by the organization.

1.2.7 Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds.

1.2.8 Requests for grants to an individual, or to an individual group that is controlled by a parent organization (in this case the parent organization should apply for the grant).

1.2.9 Organizations that receive other subsidies from the Township.

1.2.10 Organizations operating as service clubs, except under the Specific Annual Grants category.

1.2.11 Capital Projects

1.3 Council may grant special consideration to entities that do not meet all the above criteria, but are unique in nature and fulfill a specific need in the community.

2.0 **GRANT CATEGORIES AND FUNDING ALLOCATION**

2.1 A separate annual budget (approved by Council) will be allocated to each grant category, and will be included in the Township's annual operating budget.

2.2 Consideration of grant applications will be made under the following categories:

A. Community Impact Grant

Objective - The intent of the program is to provide financial assistance to enhance the quality of life for the residents of the Township of Centre Wellington by fostering and strengthening special events, the arts and culture, supporting artistic excellence and stimulating wider community appreciation and participation in social and/or environmental activities.

B. Specific Annual Grants (Township budget allocation \$20,050)

Objective - The intent of the program is to provide financial assistance to enhance the quality of life in the Township of Centre Wellington by fostering, strengthening and stimulating wider community appreciation and participation in the community.

The following organizations have been approved by Council for annual funding without application:

Grant Application Exempt Organizations	Amount
Fergus and District Horticultural Society	\$1,850
Elora and Salem Horticultural Society	1,950
Elora Lions Club (Elora Santa Claus Parade)	1,600
Elora Cataract Trailway Association	5,000
Fergus Lions Club (Fergus Santa Claus Parade)	1,700
Royal Canadian Legion Wreaths	450
Wellington County Farm and Home Safety Association	500
Ponsonby Recreation Club	2,000
Centre Wellington Food Bank	5,000
Total	\$20,050

In order to be eligible for funding, a letter must be received by the Township from the exempt organization. The letter must identify the need for the grant and the general intent of use of the funds. The Township must receive the letter annually, prior to July 31st, before any grant funds are to be considered by Council.

If an exempt organization wants to submit a request for increased funding, the organization must identify the need and the amount of increase within the required letter noted above.

Council will review the Grant Application Exempt Organizations listed above, annually in September, as part of the preliminary annual budget process. Any changes (additions or deletions) to the section will be communicated to the affected organizations in writing prior to the advertisement described in section 4.1.

- 2.3 Grant funds available to an organization in a budget year are limited to a maximum of \$5,000. This maximum includes requests for subsidized Township parks and recreation facility rental under section 3.1.

3.0 REQUESTS FOR SUBSIDIZED TOWNSHIP PARKS AND RECREATION FACILITY RENTAL

- 3.1 Organizations requesting a reduction in the Township's fees as per the approved Fees and Charges Schedule for the purpose of Parks and Recreation facility rental/service are required to submit a written request directly to Council.

4.0 GRANT APPLICATION PROCESS

- 4.1 In the fall of each year, the Finance Department will advertise (in local papers) all relevant information relating to the upcoming grant application process. The advertisement will indicate where applications can be picked up, and when they are due.
- 4.2 Applications must be delivered to the Parks and Recreation Department by the date and time outlined in the advertisement discussed in section 4.1.
- 4.3 All grant applications (excluding Grant Application Exempt Organizations) will be forwarded to the Community Services Advisory Committee for review. This committee will prepare a report outlining its funding recommendations and a summary of funding justification for each application to the Committee of the Whole. The total allocation recommended by the committee will be within the budget approved by Council for Community Impact Grants under Section 2.2A.
- 4.4 The Committee of the Whole will review the Community Services Advisory Committee report during regularly scheduled budget meetings.
- 4.5 Applications falling under section 1.3 will go directly to Council for review and consideration.
- 4.6 The Community Services Advisory Committee and the Budget Committee will review the applications based on the applicant qualifications listed in section 1.0, and the following measures:
 - 4.6.1 Professional standards
 - 4.6.2 Fiscal and overall accountability of the applicant
 - 4.6.3 Administrative accountability
 - 4.6.4 Economic impact
 - 4.6.5 Merit and achievement
 - 4.6.6 Community service and participation
 - 4.6.7 Responsiveness to existing community need
 - 4.6.8 Degree of accessibility
- 4.7 The Community Services Advisory Committee and/or Council reserves the right to request any applicant to participate in an interview in order to further clarify information within their application.
- 4.8 The grant allocation decisions made by the Committee of the Whole will be included in the budget approval recommendation that is forwarded to Council. Upon Council approval, successful grant applicants will be notified in writing. Grant cheques will be issued in a timely manner.

5.0 CONDITIONS OF FUNDING

- 5.1 Grant recipients must acknowledge the support of the Township of Centre Wellington in all printed materials.

- 5.2 Grant recipients must provide a written statement of use of funds within two months of the event/program/service. Organizations will not be considered for future grant funding until all required reports are received by the Township of Centre Wellington's Parks and Recreation Department.**
- 5.3 Grant Application Exempt Organizations awarded Specific Annual Grants under section 2.2B are exempt from the requirements of section 5.2.

6.0 REQUESTS FOR EMERGENCY & DISASTER RELIEF FUNDING

- 6.1 Consideration of grants under this section must fall under one of the following categories:
- 6.1.1 Emergency Funding – Funding for organizations that are experiencing extensive financial hardship as a result of an unforeseen short-term increase in expenditures or decrease in revenues.
 - 6.1.2 Disaster Relief Funding – Funding for organizations or communities whose property and possessions have been extensively damaged in an unexpected natural disaster. Natural disasters include, but are not restricted to floods, tornados, fires, and storms.
- 6.2 Applications for funding under this section must come in the form of a report or letter. The report or letter must outline the extent of the emergency/disaster, the estimated financial impact, and the requested amount of funding. This report or letter may come from one of the following sources:
- 6.2.1 The organization or community requesting the funds.
 - 6.2.2 A staff or Council member of the Township of Centre Wellington.
 - 6.2.3 A third party (such as a resident of Centre Wellington).
- 6.3 Applications for funding under this section may be forwarded to the Township of Centre Wellington at any time throughout the year.
- 6.4 The report or letter must be forwarded to the Financial Services Department of the Township of Centre Wellington, 1 MacDonald Square, Elora, Ontario, N0B 1S0. After the report or letter has been examined, the Financial Services Department will issue a report to the Committee of the Whole. This report will include a copy of the original report or letter received under section 6.2 of this policy as well as a recommendation (including possible funding sources, if applicable). The Financial Services Department report will be approved by the Chief Administrative Officer of the Township before it is forwarded to the Committee of the Whole.
- 6.5 The Committee of the Whole will consider the Financial Services Department report and make a recommendation to Council. Upon Council approval, funding will be issued by the Financial Services Department in a timely manner.
- 6.6 Consideration by the Committee of the Whole and Council will be based on the criteria described in section 4.6 of this policy.



Township of Centre Wellington Community Impact Grant Application Form

Organization Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Name of Contact Person: _____

Position: _____

Amount of grant request: \$_____

1. Has your organization been successful in obtaining a grant from the Township of Centre Wellington in a prior year?

Yes No

If yes, please indicate the year of most recent successful application and amount received.

Year: _____ Amount: \$_____

Project Description _____

2. Provide a brief history of your organization (including year of formation).



Township of Centre Wellington Community Impact Grant Application Form

3. What are the general objectives and purpose of your organization and how does the organization benefit the community (i.e. economically, socially, environmentally, etc.)?

4. Verification of Non-Profit/Charitable Status (i.e. incorporating documents, constitution, by-laws, etc).

Copy Attached

5. Financial Information:

- A. Did your organization have gross revenues in excess of \$50,000 during the most recent fiscal year?

Yes No

- i. If yes, please attach the organization's most recent year-end financial statements (including balance sheet, income statement and comparative information for the previous year) prepared by a licensed accountant operating independently of the organization.
- ii. If no, please attach the organization's most recent year-end financial statements (including balance sheet and income statement) prepared by a licensed accountant operating independently of the organization. If unavailable, a current, internally prepared balance sheet and income statement is acceptable.

- B. Please provide a copy of your organization's current year budget.

Copy Attached



Township of Centre Wellington Community Impact Grant Application Form

6. Is there a local organization that provides similar services to those provided by your organization as described in Question #3 above?

- Yes No

If yes, how are your services different from this other organization?

7. Do volunteers participate in your organization?

- Yes No

If yes, please indicate the number of volunteers and type of involvement.

8. List the Executive Officers of your organization:

Name	Position	City



Township of Centre Wellington Community Impact Grant Application Form

9. Is your organization currently in arrears with the Township of Centre Wellington?

- Yes No

If yes, please indicate the amount and nature of the arrears.

10. Does your organization donate funds to any other groups or organizations?

- Yes No

If yes, please indicate the recipient(s) and the nature of the donation(s).

11. What steps is your organization taking to reduce dependence on grants such as the Community Impact Grant?



Township of Centre Wellington Community Impact Grant Application Form

12. Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as Ineligible for Funding under Section 1.2 of the Grant Application Policy are not listed.

13. Please provide a budget for the proposed event, service, or project.

Copy Attached

14. If your organization is unsuccessful in receiving a Community Impact Grant, what will be the effect on the proposed event, service, or project?

15. The proposed event, project or service will involve the following demographics (check all that apply):

Children Youth Seniors Volunteers

Persons with Disabilities Low Income Individuals

Other (describe) _____



Township of Centre Wellington Community Impact Grant Application Form

16. Have funds been requested from other levels of government or organizations?

- Yes No

If yes, please indicate which organizations, or to which level of government, and the current status of the request.

17. Describe how the community has supported your organization in previous years (check all that apply):

- Participation Attendance Sponsorship
 Other (describe) _____

Please describe the nature of the support.



Township of Centre Wellington Community Impact Grant Application Form

Checklist

Please check that the following requirements have been satisfied:

- All applicable sections of application form and this checklist.
- Supporting materials are attached (budgets, financial statements, etc).
- Two (2) letters of reference – must be at arm’s length to the applicant.
- The applicant has kept a copy of the current submission for their records.
- If your organization was a successful applicant in a previous year, a letter indicating the use of funds has been submitted in accordance with Section 5.2 of the Township of Centre Wellington’s Grant Application Policy.
- The applicant has read the “Terms and Conditions” and has signed below.
- Seven (7) complete sets of this “Community Impact Grant Application Form” are provided to the Township. Please ensure that each of the seven copies are collated, legible and stapled.

Terms and Conditions

In the event that a grant is awarded, the applicant agrees to the following:

1. To provide a brief written statement of use of funds within two months of the event, project or service in accordance with Section 5.2 of the Township of Centre Wellington’s Grant Application Policy.
2. To acknowledge the support of the Township of Centre Wellington in all printed materials in accordance with Section 5.1 of the Township of Centre Wellington’s Grant Application Policy.
3. The funds will be used only for the purposes described in this application.
4. To inform the Council if the project is delayed or changed substantially for any reason.
5. In the event the project does not go forward, the applicant will return those funds granted for the proposed project.

I agree to the terms and conditions outlined above. The information contained in this application is, to the best of my knowledge, true and correct. I acknowledge that the contents of this application will be discussed in an open Council forum.

Signature

Date

Signature

Date



**Township of Centre Wellington
Community Impact Grant Application Form**

Letter of Reference

Applicant: _____

Title of Project: _____

Reference from: _____

How long have you known the applicant/organization and in what capacity?

How would you assess the talent and experience of this applicant/organization in relation to this project?

Are you familiar with the proposed project and how would you assess its merits?

How would you assess the ability of this applicant/organization to carry out this project?

Signature

Date



**Township of Centre Wellington
Community Impact Grant Application Form**

Letter of Reference

Applicant: _____

Title of Project: _____

Reference from: _____

How long have you known the applicant/organization and in what capacity?

How would you assess the talent and experience of this applicant/organization in relation to this project?

Are you familiar with the proposed project and how would you assess its merits?

How would you assess the ability of this applicant/organization to carry out this project?

Signature

Date