Community Investment Fund Application Guide

Township of Centre Wellington

Welcome!

Community Investment Fund – Year-Round Applicant Guide

Last updated: August 14, 2025

This plain-language guide shows you exactly what the online application will ask for each Community Investment Fund (CIF) stream and offers short tips to help you prepare strong answers. Applicants can use this guide before the application period opens to prepare their responses for the official application. Once the intake period begins (each fall), you can copy your prepared answers into the online application form.

Table of Contents:

How to use this guide

- Pick the stream that fits your idea and read through its questions.

- Draft your answers in a document. Keep within any character limits.

- Gather the listed attachments before you start the online form.

- When intake opens, apply using the correct link for your stream:

  o Art & Culture, Festivals & Events Stream

  o Community Impact Stream

  o Inclusive Community Stream

Tip: The Township posts intake timelines and links on the CIF webpage. If you need accessible formats or help, contact kbettiol@centrewellington.ca.

Streams at a glance

- Art & Culture, Festivals & Events (A&C F&E): Projects that bring people together through festivals, art shows, concerts, cultural events, etc.

- Community Impact: Projects that enhance community engagement and quality of life (not necessarily arts-focused).

- Inclusive Community: Projects that advance diversity, equity, and inclusion and support equity-deserving communities.

All streams request up to $5,000 per initiative.

What you'll need before you apply

- Organization legal name and mailing address (where a cheque could be sent)

- Primary contact (name, email, phone)

- Non-profit/charitable number (if applicable; "N/A" if not)

- Project title, summary, dates, location

- Budget (total, amount requested, and how CIF funds will be used)

- Recent financials (see Section D for details)

- Any partner confirmations (if applicable)

- Plan for inclusion, outreach, and measuring success

Note on Cultural Resource Centre: Initiatives requesting funds for items available through the Township's Cultural Resource Centre typically receive a lower evaluation score. See options at www.centrewellington.ca/culture.

How applications are evaluated

Applications are reviewed against the following criteria:

- Alignment with the Township's Strategic Plan

- Community Need and Impact

- Project Feasibility and Readiness

- Collaboration and Partnerships

- Sustainability

- Diversity, Equity, and Inclusion

- Evaluation and Measurement

Please note:

- This is not the actual application form.

- The official form will be available on the Community Investment Fund website during the application submission period.

1 — Applicant Guide for Art & Culture, Festivals & Events

This section is specific to the Art & Culture, Festivals & Events stream.

Section A: Applicant Information

1. Organization Name

   This is the recipient's name if a cheque were issued.

   Is this application for an organization affiliated to a parent organization?

   ☐ Affiliated organization   ☐ Parent organization

   2a. If you answered 'affiliated organization', who is the affiliate and what is the

   relationship?

3. Mailing Address

   (Include the address where a cheque should be sent, if applicable.)

4. Primary Contact Name

5. Contact Email

6. Contact Phone Number

7. Non-Profit/Charitable Registration Number (if applicable)

   (If you do not have one, write "N/A".)

8. Is your organization based in Centre Wellington?

   ☐ Yes   ☐ No

   Guidance: You can still apply if your project happens in Centre Wellington and benefits

   local residents.

Section B: Initiative Details (Tell us about your project)

Use your own words; plain language is welcome.

1. Stream Applying For: Art & Culture, Festivals & Events (pre-selected in the online form)

2. Project/Initiative Title

   Guidance: Clear and descriptive (e.g., "Riverfest Youth Music Workshops").

3. Project/Initiative Detail (Max 2,500 characters)

   Guidance: What you will do, who benefits, when, where, and why it matters. Mention

   key activities and outcomes.

4. Alignment with Council's Strategic Plan Goals (select all that apply):

   ☐ Create the Conditions for Economic Prosperity

   ☐ Improve the Activity, Health and Wellness of our Community

   ☐ Managing Growth while Enhancing the Community's Unique Character

   ☐ Championing Environmental Stewardship

   ☐ Provide Innovative and Sustainable Governance

   Guidance: Check all that apply and reference them in your description.

5. Proposed Start Date (mm/dd/yyyy)

6. Proposed End Date (mm/dd/yyyy)

7. Location of Initiative (Max 1,000 characters)

   Guidance: Address(es) or area(s).

8. Project Feasibility and Readiness (Max 2,500 characters)

   Guidance: Summarize planning done to date: permits, venue holds, suppliers, volunteers, risk management, insurance, and timelines.

9. Inclusion Approach (Max 2,500 characters)

   How does your initiative promote inclusion and support for individuals of diverse backgrounds, abilities, and experiences?

   Guidance: Consider physical, financial, cultural, and communication access.

10. How will you communicate to diverse community groups that your initiative is happening?

    Guidance: List channels (posters, community groups, social media, local media, schools, service agencies) and languages if relevant.

11. Access and Cost

    For community members to benefit, do they need to pay a membership fee, team fee, or ticket price?

    Guidance: If there are costs, explain sliding scales, subsidies, or free options.

12. Is your initiative a fundraiser?

    ☐ Yes   ☐ No

    Guidance: The primary goal cannot be fundraising; describe the community benefit first.

Section C: Budget and Funding

Note: Requests for items available through the Cultural Resource Centre may receive a lower score. See www.centrewellington.ca/culture.

1. Total Project Budget

2. Amount Requested from Community Investment Fund (max $5,000)

3. Breakdown of how Township funds will be used

    Guidance: (e.g., $800 stage rental etc.)

3b. Attach a detailed budget for the initiative (Max file size 2 MB; allowed: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

Guidance: You may use the template on the CIF webpage or your own format.

4. Sustainability Plan, How will your initiative continue after the funding is used? Do you have other funding, partnerships, or support? (Max 2,500 characters)

Section D: Supporting Documents (Attach where applicable)

1. Operating Budget and Financial Statements

    (or Balance Sheet/Income Statement for organizations with revenue under $50,000; Max 2MB; allowed: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

2. How does the community currently show commitment to your organization? (Max 2,500 characters)

    Guidance: Attendance, waitlists, surveys, testimonials, social media metrics, letters of support.

Section E: Impact and Collaboration

1. Target Audience

   Guidance: Who you aim to reach (e.g., youth 12–18, newcomers, seniors, families).

2. Estimated Number of Participants

3. Community Need (Max 2,500 characters) What important community need does your initiative help with, and how do you know?

4. Partnerships/Collaborations: Name groups involved and what each contributes. (Max 2,500 characters)

5. How will you be measuring success, e.g. attendance, surveys, accessibility measures, qualitative stories. (Max 2,500 characters)

Section F: Other Township Supports

The Township offers resources through the Cultural Resource Centre. Indicate what you use or want to learn about (requests for items available there may receive a lower score). See www.centrewellington.ca/culture.

- Calendar of Events on Township website

- Access to Township Community Resource Centre for low-cost rental items for use on Township property

- Meet with Township staff for one-stop event support on Township property

- Volunteer Recruitment Support

- Events Guide to hosting events (municipal procedures)

- Any additional support you would like to see offered by the Township? (open text)

Section G: Funding Disclosure

1. Has your organization received any other Township funding or in-kind support (e.g., subsidies, discounts) other than those listed above in Section F in the year this initiative will take place?

   ☐ Yes   ☐ No

1a. If 'Yes,' provide details (source, amount, purpose, etc.)

2. Will your organization apply for or receive other Township support in 2026 (e.g., other grants, rental discounts)? If yes, list the type(s) and, if known, amount(s).

   Note: Total annual support per organization is $5,000; stacking is not preferred.

2 — Applicant Guide for Community Impact

This section is specific to the Community Impact stream.

Section A: Applicant Information

1. Organization Name

   (This is the recipient's name if a cheque were issued.)

2. Is this application for an organization affiliated to a parent organization?

   ☐ Affiliated organization   ☐ Parent organization

   2a. If you answered 'affiliated organization', who is the affiliate and what is the

   relationship?

3. Mailing Address

   (Include the address where a cheque should be sent, if applicable.)

4. Primary Contact Name

5. Contact Email

6. Contact Phone Number

7. Non-Profit/Charitable Registration Number (if applicable)

   (If you do not have one, write "N/A".)

8. Is your organization based in Centre Wellington?

   ☐ Yes   ☐ No

   Guidance: You can still apply if your project happens in Centre Wellington and benefits

   local residents.

Section B: Initiative Details (Tell us about your project)

Use your own words; plain language is welcome.

1. Stream Applying For: Community Impact (pre-selected in the online form)

2. Project/Initiative Title

   Guidance: Clear and descriptive(e.g., "Riverfest Youth Music Workshops").

3. Project/Initiative Detail (Max 2,500 characters)

   Guidance: What you will do, who benefits, when, where, and why it matters. Mention

   key activities and outcomes.

4. Alignment with Council's Strategic Plan Goals (select all that apply):

   ☐ Create the Conditions for Economic Prosperity

   ☐ Improve the Activity, Health and Wellness of our Community

   ☐ Managing Growth while Enhancing the Community's Unique Character

   ☐ Championing Environmental Stewardship

   ☐ Provide Innovative and Sustainable Governance

5. Proposed Start Date (mm/dd/yyyy)

6. Proposed End Date (mm/dd/yyyy)

7. Location of Initiative (Max 1,000 characters)

   Guidance: Address(es) or area(s).

8. Project Feasibility and Readiness (Max 2,500 characters)

   Guidance: Summarize planning done to date: permits, suppliers, volunteers, risk management, insurance, and timelines.

9. Inclusion Approach: How does your initiative promote inclusion and support for individuals of diverse backgrounds, abilities, and experiences? (Max 2,500 characters).

   Guidance: Consider physical, financial, cultural, and communication access.

10. How will you communicate to diverse community groups that your initiative is happening?

    Guidance: List channels (posters, community groups, social media, local media, schools, service agencies) and languages if relevant.

11. Access and Cost, For community members to participate/benifit, do they need to pay a membership fee, team fee, or ticket price?

12. Is your initiative a fundraiser?

    ☐ Yes   ☐ No

    Guidance: The primary goal cannot be fundraising; describe the community benefit first.

Section C: Budget and Funding

Note: Requests for items available through the Cultural Resource Centre may receive a lower score. See www.centrewellington.ca/culture.

1. Total Project Budget

2. Amount Requested from Community Investment Fund (max $5,000)

3. Breakdown of how Township funds will be used

   Guidance: Be specific (e.g., "$500 materials; $400 accessibility supports").

3b. Attach a detailed budget for the initiative (Max file size 2 MB; allowed: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

Guidance: You may use the template on the CIF webpage or your own format.

4. Sustainability Plan: How will your initiative continue after the funding is used? Do you have other funding, partnerships, or support?

Section D: Supporting Documents (Attach where applicable)

1. Operating Budget and Financial Statements

   (or Balance Sheet/Income Statement for organizations with revenue under $50,000; Max 2MB; allowed: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

2. How does the community currently show commitment to your organization? E.g. Attendance, waitlists, surveys, testimonials, social media metrics, letters of support. (Max 2,500 characters)

Section E: Impact and Collaboration

1. Target Audience

   Guidance: Who you aim to reach (e.g., youth 12–18, newcomers, seniors, families).

2. Estimated Number of Participants

3. What important community need does your initiative help with, and how do you know?

   Guidance: Use brief data points, lived experience, or partner input.

4. Partnerships/Collaborations (Max 2,500 characters)

   Guidance: Name groups involved and what each contributes.

5. How will you measuring success (e.g. attendance, surveys, accessibility measures,

   qualitative stories).

Section F: Other Township Supports

The Township offers resources through the Cultural Resource Centre. Indicate what you use or

want to learn about (requests for items available there may receive a lower score). See

www.centrewellington.ca/culture.

- Calendar of Events on Township website

- Access to Township Community Resource Centre for low-cost rental items for use on

  Township property

- Meet with Township staff for one-stop event support on Township property

- Volunteer Recruitment Support

- Events Guide to hosting events (municipal procedures)

- Any additional support you would like to see offered by the Township? (open text)

Section G: Funding Disclosure

1. Has your organization received any other Township funding or in-kind support (e.g., subsidies, discounts) other than those listed above in Section F in the year this initiative will take place?

   ☐ Yes   ☐ No

1a. If 'Yes,' provide details (source, amount, purpose, etc.)

2. Will your organization apply for or receive other Township support in 2026 (e.g., other grants, rental discounts)? If yes, list the type(s) and, if known, amount(s).

   Note: Total annual support per organization is $5,000; stacking is not preferred

3 — Applicant Guide for Inclusive Community Stream

Section A: Applicant Information

3. Organization Name

   (This is the recipient's name if a cheque were issued.)

4. Is this application for an organization affiliated to a parent organization?

   ☐ Affiliated organization ☐ Parent organization

   2a. If you answered 'affiliated organization', who is the affiliate and what is the

   relationship?

9. Mailing Address

   (Include the address where a cheque should be sent, if applicable.)

10. Primary Contact Name

11. Contact Email

12. Contact Phone Number

13. Non-Profit/Charitable Registration Number (if applicable)

   (If you do not have one, write "N/A".)

14. Is your organization based in Centre Wellington?

   ☐ Yes ☐ No

   Guidance: You can still apply if your project happens in Centre Wellington and benefits

   local residents.

Section B: Initiative Details (Tell us about your project)

Use your own words; plain language is welcome.

1. Stream Applying For: Community Impact (pre-selected in the online form)

2. Project/Initiative Title

   Guidance: Clear and descriptive(e.g., "Riverfest Youth Music Workshops").

3. Project/Initiative Detail (Max 2,500 characters)

   Guidance: What you will do, who benefits, when, where, and why it matters. Mention

   key activities and outcomes.

4. Alignment with Council's Strategic Plan Goals (select all that apply):

   ☐ Create the Conditions for Economic Prosperity

   ☐ Improve the Activity, Health and Wellness of our Community

   ☐ Managing Growth while Enhancing the Community's Unique Character

   ☐ Championing Environmental Stewardship

   ☐ Provide Innovative and Sustainable Governance

5. Proposed Start Date (mm/dd/yyyy)

6. Proposed End Date (mm/dd/yyyy)

7. Location of Initiative (Max 1,000 characters)

   Guidance: Address(es) or area(s).

8. Project Feasibility and Readiness (Max 2,500 characters)

   Guidance: Summarize planning done to date: permits, suppliers, volunteers, risk

   management, insurance, and timelines.

9. Inclusion Approach: How does your initiative promote inclusion and support for

   individuals of diverse backgrounds, abilities, and experiences?

   Guidance: Consider physical, financial, cultural, and communication access

10. Which equity-deserving community(ies) does your initiative serve? (select all that apply

    or describe)

    ☐ Indigenous Peoples

    ☐ Racialized communities

    ☐ Newcomers and refugees

    ☐ 2SLGBTQIA+ communities

    ☐ People with disabilities

    ☐ Women and gender-diverse people

    ☐ Other: _____

11a. If 'Other', please describe

12. Is this initiative led by members of the equity-deserving community it serves?

    ☐ Yes   ☐ No

12a. If 'Yes', identify which community(ies) your group's leadership belongs to (select all that

apply)

☐ Indigenous Peoples

☐ Racialized communities

☐ Newcomers and refugees

☐ 2SLGBTQIA+ communities

☐ People with disabilities (visible or invisible)

☐ Women and gender-diverse people

☐ Other: _____

12b. If 'Other', please describe

13. If you selected 'No' to Question 12: How will you ensure your project reflects the voices, cultures, and experiences of the community it serves? (open text)

14. Do participants need to pay a membership fee, team fee, or ticket price? If yes, how will you ensure affordability and access?

15. Is your initiative a fundraiser?

☐ Yes   ☐ No

Reminder: The primary goal cannot be fundraising.

Section C: Budget and Funding

Note: Requests for items available through the Cultural Resource Centre may receive a lower score. See www.centrewellington.ca/culture.

4. Total Project Budget

5. Amount Requested from Community Investment Fund (max $5,000)

6. Breakdown of how Township funds will be used

   Guidance: Be specific (e.g., "$500 materials; $400 accessibility supports").

3b. Attach a detailed budget for the initiative (Max file size 2 MB; allowed: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif)

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Section E: Impact and Collaboration

6. Target Audience

   Guidance: Who you aim to reach (e.g., youth 12–18, newcomers, seniors, families).

7. Estimated Number of Participants

8. What important community need does your initiative help with, and how do you know?

   (Max 2,500 characters)

   Guidance: Use brief data points, lived experience, or partner input.

9. Partnerships/Collaborations (Max 2,500 characters)

   Guidance: Name groups involved and what each contributes.

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    qualitative stories).

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Section G: Funding Disclosure

2. Has your organization received any other Township funding or in-kind support (e.g., subsidies, discounts) other than those listed above in Section F in the year this initiative will take place?

☐ Yes   ☐ No

1a. If 'Yes,' provide details (source, amount, purpose, etc.)

3. Will your organization apply for or receive other Township support in 2026 (e.g., other grants, rental discounts)? If yes, list the type(s) and, if known, amount(s).

    Note: Total annual support per organization is $5,000; stacking is not preferred

Final checklist before you submit

- I selected the correct stream and answered all required questions

- I described impact, inclusion, and how I will measure success

- I reviewed Cultural Resource Centre options to avoid low-scoring requests

Questions or accessibility needs? Contact Community Development at the Township of Centre Wellington for help completing your application.

Grants - General Inquiry

10 East Mill St, Elora

Ontario, Canada, N0B 1S0

Phone: **519.846.9691 x322**

Email Us