

# Community Grant Program

## Guidelines for Applicants



### Purpose of the Community Grant Program

The Township of Lake of Bays believes that community organizations play an essential role in strengthening our community. Council acknowledges this contribution by providing financial support to groups or activities through the Community Grant Program. Community Grants are intended to provide financial assistance to not-for-profit community organizations that offer direct projects, events, or services that enhance the quality of life for Township of Lake of Bays residents. Support is available to activities that support/sustain, promote, inform/educate, celebrate, preserve, and/or provide access to one or more of the following categories:

- Arts, Culture & Heritage
- Community Growth & Development
- Environment/Sustainability
- Health & Well-being
- Recreation

### Types of Community Grants & Available Funding

Stream	Funds available	Application Period	Process
<b>Sponsorship</b> for community events or regional special events	Up to \$500 per project	Ongoing	Applications considered on an ongoing basis and awarded by the staff review panel; applicants notified of a decision within two (2) weeks of receipt of a complete application
<b>Fast-track</b> for small projects or new ideas with short timelines	Up to \$1000 per project and/or in-kind contributions	Ongoing	Applications considered on an ongoing basis and awarded by the staff review panel; applicants notified of a decision within two (2) weeks of receipt of a complete application
<b>Start-up/Growth</b> support for new or larger projects	Up to \$5000 per project and/or in-kind contributions	Oct 1 – Nov 15 (for events taking place in the following calendar year)	Applications reviewed by the staff review panel in the fall for projects taking place in the following calendar year; applicants will be notified of a decision following the approval of the Township operating budget for the year in which the activity occurs

## Applicant Eligibility

The following Community Organizations are eligible to submit a Community Grant application:

- Incorporated not-for-profit organizations
- Registered charities
- Community associations, including local chapters of provincial/national organizations with a mandate to service the residents of Lake of Bays
- Unincorporated groups with not-for-profit goals and governance structure
- Other groups or organizations with programming that meets the intent of this policy, as endorsed by Council

The following are **not** eligible for a Community Grant:

- Commercial businesses, for-profit organizations, or individuals
- Organizations with political affiliations
- Faith organizations (unless hosting a local, non-denominational event)
- Hospitals or any of its foundations, auxiliary groups, or agencies
- School boards, primary and secondary schools, post-secondary institutions
- Programs within legislated mandates of other government or Township departments
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations not in good standing or in litigation with the Township
- Use of funds to cover deficits of the organization
- Organizations hosting an event that is not open to the public

## Funding Criteria

- Programs activities must promote and enhance the quality of life and well-being of the Township and its citizens.
- The project, event, or service must be open to the community.
- One application per Applicant per year will be considered.
- Applicants should be able to demonstrate active fundraising efforts to support the continuation of the project, event, or service; the Community Grant should never be considered as the only source of funding for the project.
- The Applicant has not received a grant in the previous two (2) years
- Funds must be used for the purpose for which they were awarded; if this is not possible the grant must be returned, or alternate arrangements made to the satisfaction of staff and Council.
- Funded activities must recognize the Township of Lake of Bays' contribution by including the logo on all promotional materials (in accordance with brand guidelines)
- Successful recipients must submit a final report at the completion of the project.

## Submitting an Application

Applicants must submit a completed application form (Schedule A) and include the following information and attachments:

- Application form signed by a responsible person of the organization.
- Confirmation that the project takes place within the Township of Lake of Bays, or benefits community interests (i.e., a regional special event as defined in the Community Grant Policy).
- Description of applicant organization (including mandate, activities, membership and not-for-profit incorporation number or charitable registration number if applicable).
- Details about how the funds will be used for projects, events, or services in the Township of Lake of Bays that support/sustain, promote, inform/educate, celebrate, preserve, and/or provide

access to one or more of the following categories: Arts, Culture & Heritage; Community Growth & Development; Environment/Sustainability; Health & Well-being; Recreation.

- Completed budget information including project expenses and revenue. (*Start-up/Growth stream only*)
- Additional materials such as letters of support, promotional material, etc. (if applicable).
- Signed disclosure and release statement.

## Application Review & Approval

- All submissions will be reviewed by the Community Grant Review Panel which is a staff committee consisting of the Economic Development Coordinator, Director of Finance/Treasurer, and CAO (or designate).
- Each application will be evaluated by the panel using the Assessment Tool (Schedule B).
- Applications should demonstrate:
  - Alignment of the project with one or more of the program categories (Arts, Culture & Heritage; Community Growth & Development; Environment/Sustainability; Health & Well-being; Recreation)
  - Economic Impact and Community Support
  - Organizational Effectiveness and Capacity
  - Financial Need and Sound Project Budget (*Start-up Growth stream only*)
- Grant funds will be allocated based on the merit of the application and funds available. Applicants are not guaranteed funding.
- Applicants to the Sponsorship and Fast-track streams will be notified of a decision by the Review Panel within two (2) weeks of receipt of a complete application.
- Applicants to the Start-up/Growth stream will be notified of a decision by the Review Panel following the approval of the Township operating budget for the year in which the activity occurs (typically the budget is approved in December for the following year).
- Appeals to a decision may be heard by Council via delegation.

## Reporting

- Grant recipients must complete a final report (Schedule C) to report on how the funding was spent and the impact the project had on the community. (*Sponsorship stream exempt*)
- The final report must be submitted to the Township within three (3) months after the project/event occurs.
- Staff will report to Council annually with a summary of the grant recipients and use of funds distributed.

## Program Budget

Each year, through its consideration of the Township's annual Operating Budget, Council will determine the amount of funding which will be allocated to the Community Grant Program. Funds will be distributed on a first come, first served basis. When annual funds are depleted, applications will still be accepted but they will need to be considered by Council. The implementation of the program is at the discretion of the Council of the Township of Lake of Bays and the program may be cancelled at any time.