

Application for Community Grant Program

Application Due Date: **November 30**. Applications received after this date will not be considered.

Submitted To: Town of St. Marys
Clerk's Office
175 Queen Street East
P.O. Box 998
St. Marys, ON N4X 1B2
clerksoffice@town.stmarys.on.ca

Electronic copies are welcome, however, a hard copy must be received following electronic submission.

The Applicant

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Eligibility

Refer to the Community Grant Policy to determine eligibility.

Is the organization an eligible applicant? Y or N

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency
- Organizations incorporated as not-for-profits
- Sports groups and associations where the majority of members are minors
- Clubs, groups and associations where the majority of members are minors
- Volunteer groups and Community Clubs/Groups providing services in the Town of St. Marys
- Service Clubs providing services in the Town of St. Marys

Is the organization located in St. Marys? Y or N

Does the organization provide services in St. Marys? Y or N

Will the grant funds provided directly benefit a St. Marys-based project, program, activity, or event? Y or N

Eligible applicants are restricted to one application on an annual basis.

Applicants who are located outside the Town of St. Marys will only be considered if they can demonstrate a clear benefit to the St. Marys community within their grant application.

Applicants who have failed to meet the reporting requirements from a previous grant award may be deemed to be ineligible.

Applications received after the November 30 deadline will not be eligible.

Program Details

*Provide additional worksheets if necessary.

Name: _____

Program Commencement Date: _____

Program Completion Date: _____

Briefly describe the program: _____

Approved grant funding can only be used for projects that will be open and accessible to all community members and that satisfy the requirements of the *Ontario Human Rights Code*, the *Charter of Rights and Freedoms*, and the *Accessibility for Ontarians with Disabilities Act*.

Please feel free to attach supplemental information to this application form to support your request for grant funds.

Alignment with the Town Strategic Plan

The Community Grant program is intended to assist in advancing the strategic priorities of the Town of St. Marys. With which area of Council's Strategic Plan does the program best align?

Culture and Recreation

- Promote active, engaged and healthy St. Marys residents
- Increase patronage and revenues, and reduce vacancies at the Pyramid Recreation Centre
- Revitalize downtown St. Marys as a safe, central and culturally vibrant gathering area
- Revitalize St. Marys' parks as safe and culturally vibrant gathering areas

Balanced Growth & Economic Development

- Attraction and retention of youth and newcomers
- Promote and create the community fabric of St. Marys to promote St. Marys as positive, pleasant place to live
- Promote tourism

- Celebrate or promote the downtown, the riverfront, or the Town’s other key amenities and offerings
- Promote and expand local arts, theatre and other cultural offerings
- Create an attractive and well-functioning streetscape within the downtown

Housing

- Promote flexible housing stock to attract youth, workers, newcomers and persons of all abilities.

How will the program enhance and enrich St. Marys? _____

Please feel free to attach supplemental information to this application form to support your request for grant funds.

Please speak directly with the CAO/Clerk if the program does not align with Council’s Strategic Plan but does directly benefit St. Marys.

Program Budget

As a guide, Council will normally only provide grant funds up to 25% of the project budget, to a maximum of \$5,000, whichever is the lesser amount.

Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant.

Cash Grant Amount Requested: \$ _____

In-kind Grant Amount Requested: \$ _____

Percentage of Total Budget Requested: _____%

- Attach the most recent financial statement of the organization

Eligible applicants must be able to demonstrate financial need and how denial of grant assistance would impact their ability to carry out the planned projects, programs, activity or event.

On a separate worksheet, provide the budget for your planned project, program, activity or event.

Eligible applicants must be able to demonstrate that they have thoroughly explored grants and funding from sources other than the Town of St. Marys Community Grant Program. On your budget submission please include a note on outstanding fundraising, sponsorship and donation requests as well as other grant programs.

If no other funding sources have been pursued, explain why by way of a separate attachment.

Applicants must ensure that all funds received through the community grant application are used for eligible costs as defined within the Community Grant Policy.

Costs that are **NOT ELIGIBLE** include, but are not limited to:

- Costs that are part of the applicant’s normal day-to-day operating costs (including but not limited to: staffing, utilities, rent, taxes, office equipment and supplies, etc.) and are not directly related to the proposed project, program, activity or event.
- Remuneration, wages, or honorariums, including consultant fees, whether paid to an individual or a professional firm.
- Attendance at conferences, workshops and seminars.
- Accumulated deficits, annual operating losses or debt and/or debt servicing costs.
- Donations to third-parties and charitable organizations.
- Travel, accommodation, uniforms or personal equipment.
- Expenses associated with alcohol (including expenses related to the sale of alcohol), legalized substances or tobacco.
- Costs of political events, rallies and demonstrations.
- Scholarships and bursaries.

Please see the Community Grant Policy for additional details on “Ineligible Costs”

Verification

The undersigned verifies that the information provided in this application is correct and complete. If the applicant is an organization, two principle officers of the organization must sign the application.

Name (print)

Name (print)

Signature

Signature

Date

Date

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. The information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection of this information may be directed to the Municipal Clerk at 284-2340 ext. 216, or at Town Hall, 175 Queen St. East, St. Marys, Ontario. N4X 1B6.