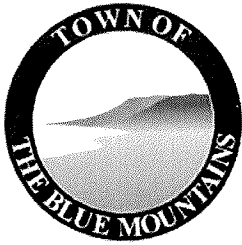


**STAFF REPORT:** Administration



**REPORT TO:** Finance and Administration  
Committee

**MEETING DATE:** September 23, 2008

**REPORT NO.:** CEDC.08.16

**SUBJECT:** 2009 Grants and Donations  
Application

**PREPARED BY:** Lisa Kidd, Communications and  
Economic Development  
Coordinator

**A. Recommendations**

That Council receive Staff Report CEDC.08.16, "2009 Grants and Donations Application" for information purposes; and

That Council authorize staff to utilize the "2009 Grants and Donations Application" as the application for the 2009 year.

**B. Background**

Since 2008, the Town of The Blue Mountains has provided funding for community groups and organizations through a Grants and Donations Program.

Attached is a draft copy of the 2009 Grants and Donations Application for your review (see Attachment 1). Committee suggestions and comments on the draft application are welcome.

**C. The Blue Mountains' Strategic Plan**

Strategic Action 3.5 Continue to support cultural groups and community events.

**D. Environmental Impacts**

None.

**E. Budget Impact**

None.

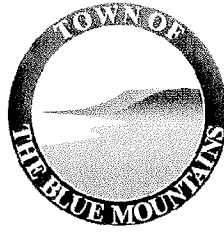
**F. Attached**

Attachment 1- 2009 Grants and Donations Application

Respectfully submitted,

\_\_\_\_\_

Signature



## TOWN OF THE BLUE MOUNTAINS 2009 GRANTS AND DONATIONS APPLICATION

The Town of The Blue Mountains Finance and Administration Committee will entertain funding requests from groups of individuals that demonstrate both a need for funding and meet the pre-established criteria currently approved by Council.

Please note that this application form shall also be used by applicants seeking rental subsidization of Town-owned facilities (i.e. Beaver Valley Community Centre, Beaver Valley Arena, etc.). Please calculate the request for rental subsidization into a dollar amount for the purposes of the application. For assistance in determining the dollar amount of your request, please contact Lisa Kidd, Communications and Economic Development Coordinator at [lkidd@thebluemountains.ca](mailto:lkidd@thebluemountains.ca) or 519-599-3131 ext. 282.

### GUIDELINES AND CRITERIA

1. Grants are **given only to not-for-profit organizations** which, in the judgment of the Finance and Administration Committee, make a unique contribution to the quality of life in our community.
2. The event or activity for which funding is being sought, **must be located in our community, and/or primarily provide benefits for our local residents.**
3. **The request for funding must meet one of the following criteria:**
  - a. Seed Funds
  - b. Special Event or Program
  - c. Unique Need
4. Organizations are eligible for grants **provided they demonstrate managerial expertise and good financial management** as measured by the Applicant's responses to Questions 11 through 14, within this application.
5. The Committee will give consideration to events and activities which:
  - a. Exhibit innovation
  - b. Include community outreach and education
  - c. Help create a sustainable community
  - d. Complement the Town's Budget Priorities and Strategic Plan

**NOTE:** All organizations meeting the criteria will not necessarily receive a grant nor the amount for which they applied. Grant allocations are dependent on individual application review and the amount of grants and donations funding contained within the approved municipal budget.

**NOTE:** Priority will be given to applications completed and received prior to November 14, 2008, for consideration in the preparation of the Town's annual operating budget.

**NOTE:** Grants and donations are not given automatically from year to year. Applicants must apply annually for funding.



**2009 GRANTS AND DONATIONS APPLICATION FORM**

1. LEGAL NAME OF THE ORGANIZATION: \_\_\_\_\_

2. LEGAL ADDRESS OF THE ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_

3. TAX STATUS OF THE ORGANIZATION:

A) FOR PROFIT \_\_\_\_\_  
B) NOT FOR PROFIT \_\_\_\_\_

4. AMOUNT OF GRANT REQUEST: \$ \_\_\_\_\_

5. DATE OF APPLICATION: \_\_\_\_\_

6. FISCAL YEAR OF THE ORGANIZATION: FROM \_\_\_\_\_ TO \_\_\_\_\_

7. PLEASE INDICATE GENERAL CATEGORY OF THE APPLICATION:

A) SEED FUNDING (FIRST TIME REQUEST) \_\_\_\_\_  
B) SPECIAL REQUEST (ONE TIME ONLY) \_\_\_\_\_  
C) UNIQUE NEED \_\_\_\_\_

8. COMMUNICATION CONCERNING THE APPLICATION IS TO BE ADDRESSED TO:

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (DAYTIME) \_\_\_\_\_ (EVENING)

E-MAIL: \_\_\_\_\_

9. APPLICATION WAS PREPARED BY:

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



10. SUMMARY OF PREVIOUS YEARS' ACTIVITIES: (add additional pages if necessary):

- a. List and comment on your program activities for previous years and where possible indicate the number of participants (Participants may or may not be applicable).

11. SUMMARY OF PREVIOUS GRANT(S) (include subsidies):

- a. Indicate how the previous municipal grant/s was applied by your organization.
- b. Indicate if you received funding from sources other than the municipality.
- c. Indicate the source of funding and amount (i.e. service club or local organization).



12. FINANCIAL INFORMATION:

- a. If successful, indicate how the funding would be disbursed by your organization.
- b. Include a copy of your projected budget for the event or activity.
- c. Include a copy of your latest financial statement.

13. FUNDRAISING:

- a. Indicate your organization's fundraising policy.
- b. Comment on your organization's fundraising plans for both the current and upcoming years.

14. DEFICIT:

- a. Has your organization accumulated a deficit? If yes, indicate your organization's plans for reduction.



15. GENERAL DISCUSSION:

- a. Is there anything else your organization would like the Finance and Administration Committee to be aware of when reviewing this application for funding?

DRAFT



CHECKLIST:

PLEASE ENSURE YOUR APPLICATION INCLUDES THE FOLLOWING:

- A) \_\_\_\_\_ BYLAWS AND CONSTITUTION (if applicable)
- B) \_\_\_\_\_ LIST OF BOARD OF DIRECTORS (if applicable)
- C) \_\_\_\_\_ TOTAL MEMBERSHIP AND MEMBERSHIP FEES (if applicable)
- E) \_\_\_\_\_ CURRENT FINANCIAL STATEMENT
- F) \_\_\_\_\_ PROJECTED BUDGET
- G) \_\_\_\_\_ COMPLETED APPLICATION FORM

THANK YOU FOR COMPLETING THE APPLICATION!!

PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:  
LISA KIDD  
COMMUNICATIONS AND ECONOMIC DEVELOPMENT COORDINATOR  
BOX 310  
26 BRIDGE STREET EAST  
THORNBURY, ONTARIO  
N0H 2P0

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OR APPLICATION  
PROCESS, PLEASE CONTACT LISA KIDD, COMMUNICATIONS AND ECONOMIC  
DEVELOPMENT COORDINATOR AT:  
[lkidd@thebluemountains.ca](mailto:lkidd@thebluemountains.ca) or 519-599-3131 ext. 282.

