

TOWN OF DEEP RIVER

Community Development Grant Program Application

**PLEASE ENSURE YOU HAVE READ
THE COMMUNITY DEVELOPMENT GRANT
PROGRAM POLICY BEFORE COMPLETING APPLICATION**

**Completed forms must be submitted before November 30th for
projects scheduled for the next calendar year.**

Town of Deep River
Recreation Department
c/o Recreation Program Coordinator
100 Deep River Rd, P.O. Box 400
Deep River, Ontario
K0J 1P0
Telephone: 613 584-2000 extension 103
Fax: 613 584-3237
Email: carmstrong@deeperiver.ca

Instructions for Community Development Grant Program applications.

How to Complete Your Application

Applications must be submitted using the Town of Deep River application form. Applications submitted on any other form will not be accepted.

Answer all of the application questions as concisely as possible.

It is preferred that the application be submitted using the downloadable version posted on the municipal website. However, if this is not possible, please complete the application by typewriter or by hand, using legible printing.

How to Submit Your Application

Send your application to:
Town of Deep River
Recreation Department
c/o Recreation Program Coordinator
100 Deep River Rd, P.O. Box 400
Deep River, Ontario
K0J 1P0

Deadline: The application deadline is 4:30 p.m. on November 30th.

Applications received after the deadline date will be considered during the Second allocation process.

The Second allocation process only occurs if funding remains after the initial allocation.

Please ensure that you provide full, completed and clear answers to the questions on this form, failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being delayed or rejected.

Use a combination of this form and support sheets as needed. Please label your attachments according to the section on this form to which you are responding

PART A – COMMUNITY AGENCY/ORGANIZATION NAME & CONTACT INFORMATION	
NAME OF COMMUNITY AGENCY/ORGANIZATION	
CONTACT PERSON	TELEPHONE NO
	EMAIL
MAILING ADDRESS	
WEBSITE	
ORGANIZATION GENERAL INFORMATION	
NUMBER OF MEMBERS _____ MEMBERSHIP FEE, IF APPLICABLE _____ LAST YEARS MEMBERSHIP FEE _____	
TYPE OF ORGANIZATION (ie: registered charity, Non-Profit Organization, no status, etc.)	
INCORPORATED AS NON-PROFIT ORGANIZATION _____ Yes _____ No	
OUTLINE THE MISSION, PURPOSE AND OBJECTIVES OF YOUR ORGANIZATION.	

PART B – GRANT REQUEST

Under what classification are you requesting a Grant?

- CORPORATE GRANT (Annual operating budget) COMMUNITY PROJECT GRANT (One-time assistance)
 SPECIAL EVENT GRANT COMMUNITY EVENT GRANT

AMOUNT OF GRANT REQUEST

\$ _____

HAS YOUR ORGANIZATION RECEIVED A MUNICIPAL GRANT IN PREVIOUS YEARS? Yes No

AMOUNT OF PREVIOUS GRANT RECEIVED \$ _____

YEAR RECEIVED: _____

WHAT IS THE MAIN SECTOR YOUR ORGANIZATION SERVICES? (CHECK ONE)

- Arts and culture Beautification/horticulture Environment Heritage Sports/recreation

PURPOSE OF GRANT AND BENEFITS TO COMMUNITY

(Provide an overview of the service your organization provides to the community and how this supports Council's Strategic Priorities. Please include the benefits the community would receive as a result of this grant. Also include who within the community would benefit)

IF APPLICATION IS FOR A SPECIAL OR COMMUNITY EVENT, PLEASE ANSWER THE FOLLOWING:

1. How many participants are expected? _____
2. How large an attendance/audience is expected? _____
3. Will there be a charge for attendance? _____
4. What areas (locations) will the activities take place? _____
5. What is the duration of the event? Example (2-day weekend or 4 hours) _____

IF APPLICATION IS FOR A CORPORATE OR COMMUNITY PROJECT GRANT PLEASE ANSWER THE FOLLOWING:

PARTICIPANTS USAGE

What is the duration of your programming? _____

How many hours/weeks does a member participate? Hours _____ Weeks _____

PROJECT FUNDING: (Indicate what other sources funding has been received or applied for. (Use a separate page if necessary)

- Other levels of government Fundraising events Donations Other sources

Please provide specific details : _____

ARE THERE PROJECTS/PROGRAMS/SERVICES/SPECIAL OR COMMUNITY EVENTS OF SIMILAR NATURE BEING OFFERED IN THE COMMUNITY Yes No

IF YES, HOW WILL THE ORGANIZATION'S PROJECT/PROGRAM/EVENT COMPLEMENT, ENHANCE, OR DIFFER FROM THOSE OTHER PROJECT/PROGRAMS/SERVICES : _____

WILL THE TOWN OF DEEP RIVER BE THE PRIMARY FUNDING SOURCE OF THIS SERVICE/PROGRAM/EVENT?

- Yes No

IF NO, WHICH OTHER BUSINESSES/ORGANIZATIONS ARE INVOLVED IN THIS PROJECT/PROGRAM?

PLEASE DESCRIBE WHICH AND THEIR ROLES:

WHAT WILL BE THE IMPLICATION IF A MUNICIPAL GRANT IS NOT APPROVED?

How many volunteers and volunteer hours will be contributed to this proposal? Describe how you will track volunteer contributions and your plan to recruit, train and recognize these volunteers.

PROPOSAL WORKPLAN (use table provided below)

Please keep in mind the simplicity or complexity of your project to guide you about the level of information you provide. This information is important during the review of your application.

Activities That Need to Be Completed	Date Activities Need to Be Completed	How Activities Will Be Completed

Note: Please be sure to consider and list all approvals, licences, or permits that may be needed for your project/event. Also, please describe how you will address any insurance or liability issues.

Sample Budget format to be used to demonstrate funding request

	Previous Year Actual	Current Year Budget	Current Projected to Year- End	Next Year Requested
Revenue				
Town of Deep River Program Revenues				
Donation/fundraising				
other (specify)				
Expenditures				
Salaries and wages,				
Material and supplies				
Other Capital Expenditures				
Surplus / (Deficit)				

NOTE: The release of all grant funds is contingent upon the Town receiving a copy of your financial statements for the previous year. (If your financial statements do not clearly identify Town funding request, please use the notes to indicate in which revenue category Town funding is included).

Notes

PART C – Signature of Authorized Officials(s)


Signature: _____	Signature: _____
Position: _____	Position: _____
Date: _____	Date: _____

APPLICATION CHECKLIST

Copies of the proposed and current year's budget, detailing expenditures and revenues, including other grants and other sources of revenues must be submitted with this request.

- Current Budget
- Proposed Budget
- Statement of Financial Position, signed by 2 Directors
- Board of Directors Listing
- Statement of Revenue and Expenditures

16.0 Appendix B – Community Development Grant Evaluation Matrix

	<p align="center"> Community Development Grant Evaluation Matrix Corporation of the Town of Deep River 100 Deep River Road Deep River, Ontario, K0J1P0 </p>
<p>The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the Community Grant Application.</p> <p>This evaluation matrix may be amended from time to time by resolution of Council.</p> <p>One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weight factor. The grand total of all weighted sections will determine the application’s overall score.</p>	
<p>Evaluation Factors:</p>	
<p>Section A: Application Stream</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special/Community Event <input type="checkbox"/> Community Projects/Corporate Grant /1 <p>Eligible Categories: <i>Support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to one of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Environment <input type="checkbox"/> Heritage <input type="checkbox"/> Recreation Activities /1 	
<p>Section B: Eligibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Application <input type="checkbox"/> Organization within the boundaries of the Town of Deep River <input type="checkbox"/> Accessibility <input type="checkbox"/> Strategic Plan /4 	
<p>Section C:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates active fundraising efforts to support the continuation of program, project or service. <input type="checkbox"/> Grant not considered as the primary source of funding for organization. <input type="checkbox"/> Demonstrate there is a need for financial assistance and adequate funding from other sources of income. <input type="checkbox"/> Bring economic and/or public relations promoting the Town. <input type="checkbox"/> Provide other current or future benefit to the Town or its residents. /5 	

Section D: Impact

Number of participants application will benefit:

	Actual #'s	Weighting Factor	Total
0-250		1	
250 +		2	

Total Weighting Factor

TOTAL POINTS x WEIGHTING FACTOR

	Sub Total Points	Weighting Factor	Section Total
Section A	/2		
Section B	/4		
Section C	/5		
GRAND TOTAL	/11		/22

Section E: Application Status

Approved

Approved grant amount \$

Denied

Reason for denial: