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VISION-OUR DESIRED FUTURE

The Township of Wellington North will continually strive to provide best service(s) possible, within available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with property owners, residents, employees and visitors

Community Initiated Project Guidelines

The Township of Wellington North's Strategic Priorities identified the need "To explore new strategic partnerships where additional resources can be accessed in order to meet the service needs of our community (neighbours, service clubs, etc.)".

The purpose of this guideline is for the Township of Wellington North to provide clarity on the process, commitments and expectations of the Township and Community Organizations/Service Clubs/Individuals who are pursuing the implementation of recreation or culture enhancements at existing Community facilities or new services or new facilities in Wellington North with the intent of enhancing the overall wellbeing of the community. Council of the Township of Wellington North takes very seriously their role as the purveyor of public funds and will make best decisions considering all factors while not expose the Township to undue risk, financial and otherwise.

1.0 APPLICANT CRITERIA

Organizations/Service Clubs/Individuals proposing a project should meet the following criteria:

1.1 Qualifications

- 1.1.1 Be based in the Township of Wellington North and/or have demonstrated considerable stake in the Wellington North Community. The proposal must be open and accessible to all Township residents, and services, programs and activities resulting from the proposal must be of benefit primarily to Township residents.
- 1.1.2 The proposed facilities, programs or services must serve clearly identified community needs not already adequately addressed by another organization, be it government or corporate.
- 1.1.3 The organization must provide evidence that the community has shown a commitment to their programs through participation in the organization or attendance at fundraising functions sponsored by the organization and will be subject to approval based upon documented financial commitments towards the entire project costs of at least 50%.



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- 1.1.4 The organization must have demonstrated financial support from sources other than public funds. Other sources of income should include substantial financial support from audiences through ticket sponsorships or membership sales, where the functions of the organization are such as to serve audiences or through direct financial commitments/donations.
- 1.1.5 Financial responsibility for the project should be demonstrated through the preparation and submission of a capital budget and a five year operating budget, giving consideration to the ongoing operating costs and revenues resulting from the project. Organizations with annual gross revenues in excess of \$100,000 will provide complete financial statements include both a balance sheet and income statement, prepared by a licensed accountant operating independently of the applicant.
- 1.2 Council may grant special consideration to entities that do not meet all the above criteria, but are unique in nature and fulfill a specific need in the community.

2.0 APPLICATION PROCESS

Objective - The intent of the program is to provide financial assistance to enhance the quality of life for the residents of the Township of Wellington North by fostering, strengthening and stimulating wider community appreciation and participation in the community.

In order to be eligible for funding, an application must be received by the Township from the organization/service club/individual. The application must identify the need for the funding and the intent of use of the funds.

The Council of the Township of Wellington North will review the Application(s) as part of the preliminary annual budget process (Annually in September/October).

- 2.1 Applications that are geared towards Recreation opportunities should be reviewed with the Director of Recreation, Parks and Facilities. The Director will provide support and direction to the Organization/Service Club/Individual on preparation of the application. All other applications should be reviewed with the Economic Development Officer.
- 2.2 All completed applications will be forwarded to the Chief Administrative Officer for review by the Senior Management Team of the Township of Wellington North. Once staff review is completed a report to Council from the



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appropriate staff member as determined by the Chief Administrative Officer will be presented.

2.3 The Council will make their final decision on all reviewed applications and decision making will be based primarily on the applicant qualifications listed in section 1.0, and the following measures:

- 2.3.1 Professional standards
- 2.3.2 Fiscal and overall accountability (minimum 50% of Project Costs required to be considered)
- 2.3.3 Administrative accountability
- 2.3.4 Economic impact
- 2.3.5 Community service and participation
- 2.3.6 Responsiveness to existing community need
- 2.3.7 Degree of accessibility
- 2.3.8 Level of risk to the Township-financial and otherwise

2.4 Council reserves the right to request any applicant to participate in an interview in order to further clarify information within their application. All applicants should send representatives (maximum of 3) to attend the Council meeting when the application will be reviewed, to support and answer questions surrounding their application.

2.7 Upon Council decision, all applicants will be notified of the decision in writing by the Clerk of the Township of Wellington North.

3.0 CONDITIONS OF FUNDING

3.1 Successful applicants must acknowledge the support of the Township of Wellington North in all promotional materials.

3.2 Successful applicants must provide a written statement of use of funds within two months of the completion of the event/facility/program/service.

Community Initiated Projects Scoring Sheet

Required Measure

**Grade 1-5
1 is low, 5 is high**

Professional standards



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Fiscal and overall accountability
(Minimum 50% of Project Costs required to be considered)

- 50%-59% score of 1
- 60%-69% score of 2
- 70%-79% score of 3
- 80%-89% score of 4
- 90%-100% score of 5

Administrative accountability

Economic impact

Community service and participation

Responsiveness to existing community need

Degree of accessibility

Level of risk to the Township-financial and otherwise

TOTAL SCORE:

A minimum score of 24 points must be achieved for application to be forwarded to the Township of Wellington North Council for consideration. Applicants not satisfied with the scoring of the Senior Management Team may request an interview with members of Council.