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## **2019 – 2020 Grants and Donations Community Development Fund Overview**

**PURPOSE OF THE FUNDS:** The Township of Wellington North values the important role that not-for-profit community organizations and community groups play in delivering events and projects that support our community. The Grants and Donations Community Development Fund provides funding aimed at enabling local community groups and organizations to plan, develop and implement community development, based projects and events. The project should meet local needs, involve and empower local people and have an aim of sustainability. This fund provides an opportunity to do more than just financially support a project or group and is intended to facilitate the provision of ongoing benefits to the community.

**FUNDING:** Funding is made available through the Grants & Donations Community Development Fund to eligible organizations through a competitive process. The total amount available each year is approved by council as part of the annual budget process. In 2019 \$40,000 in funding was approved.

**COMMITTEE REVIEW PROCESS:** Applications can be submitted anytime after April 1<sup>st</sup>, 2019 however all applications must be submitted by March 31<sup>st</sup>, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020.

**APPLICATION COMPLETION:** Events and projects should be developed using a high degree of participation and engagement with community during the planning and development stages. Partnerships between organizations to deliver events and projects are strongly encouraged. In-kind funding from organizations applying and partnering organizations is also encouraged. Special consideration will be given to ensuring all identified categories are represented:

- Scholarships
- Partnership and Collaboration Projects such as marketing programs and related materials, awareness/educational campaigns, etc.
- Fundraisers
- Community Enhancement / Beautification such as signage, horticulture initiatives, etc.
- Civic Pride / Awareness
- Events
- Establishment of NEW events
- GROWING existing events
- Township of Wellington North Facility Fee Waivers

Financial Statements must be provided upon request. Failure to provide financial statements when asked could result in an application being decline



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Funding as it relates to the ***sponsorship/ promotion of culturally significant initiatives*** such as the promotion of the arts, live arts, exhibitions and/or oral storytelling shall be directed to apply to ***Wellington North's Cultural Roundtable Programming Funding.***

***Implementation of recreation or culture enhancements*** at existing Community facilities, new services, or new facilities in Wellington North with the intent of enhancing the overall well being of the community should be directed to the ***Community Initiated Project Fund.***

**FUNDING CONDITIONS:** Events and projects must be covered by liability insurance and Organizations seeking retroactive funding for events or projects that have already started or have been completed will not receive funding. Events and projects must be not-for-profit.

**ELIGIBILITY:** Not-for-profit community organizations may apply for funding to deliver events and projects in the Township of Wellington North.

**APPLICATION PROCESS:** Applicants must complete the application form. Application forms are available at [www.wellington-north.com](http://www.wellington-north.com) or by contacting Dale Small at [dsmall@wellington-north.com](mailto:dsmall@wellington-north.com) or 519-848-3620 ext. 4234 or Cathy Conrad at [cconrad@wellington-north.com](mailto:cconrad@wellington-north.com) or 519-848-3620 ext. 4221.

**REPORTING:** A brief report on the outcome of the event is required (highlighting attendance, community engagement, future of the event or project, etc.). This requirement can be waived in some instances especially where the funding is an annual request.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:** The Township of Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.

**PAYMENT OF THE GRANT:** Applications for which grants have been approved will be made available by notifying the applicant in writing and will be disbursed by cheque made payable to the organization. For grants that are Fee Waivers no cheque will be issued, and the Township will process the appropriate accounting transaction once the event has been held.

**LIMITATIONS OF LIABILITY AND INDEMNIFICATION:** Township staff, officers and agents shall be saved harmless arising out of any actions or approvals granted.



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## **2019 – 2020 GRANTS AND DONATIONS APPLICATION FORM**

The purpose of this program is to support local community groups and organizations in obtaining donations, waiver of rental fees, etc. in support of local events and fundraisers. The project should meet local needs, involve and empower people and have an aim of sustainability.

Applications can be submitted at anytime however all applications must be received by March 31<sup>st</sup>, 2020. Staff will review the applications and prepare a report for council approval and all applicants will be notified of the decision by the end of April 2020. Applications received after March 31<sup>st</sup> will be reviewed in April 2021.

<b>Organization Name &amp; Address:</b>		
<b>Contact Name &amp; Address:</b>		
<b>Contact Telephone:</b>	<b>Contact email:</b>	<b>Organization web-site</b>
<b>Amount Requested:</b>	\$ _____ . _____	<b>Dates Funds Required:</b>
<b>Percentage of Overall Project Cost:</b>	_____ %	<b>Can you provide financial statements if asked? Circle one:      Yes      No</b>
<b>Organization Mandate:</b>		

**1. Please provide a brief description of what the donation/grant is for and what you intend to do with it. (i.e. activities to take place, when and where the project will take place etc.)**

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**2. Is this the first year for this event/project? If not how many years have you been running this event/project? What benefits will the project bring to the Wellington North community?**

First time event/project: \_\_\_\_\_ or number of years for this event/project \_\_\_\_\_

Is this the first time you have asked for funding from Wellington North for this event:    Yes    No

If no how many years have you received funding for this event/project: \_\_\_\_\_

Benefits of this event/project: \_\_\_\_\_

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**3. What main objective(s) does your event/project aim to achieve (max 3)**

**4. How have community members been involved in the planning and development stages of this project or event and how will you promote and recognize the funding that you have received from the Township of Wellington North?**

**5. What partnerships and/or funding have you developed or received from other community groups to plan and/or implement your event or project? Have you received or will you be applying for funding from other Government sources?**

**6. Other information that you would like to provide. (Continue on the back if necessary)**

**I hereby make the above application to the Grants and Donations Program declaring all the information contained herein is true and correct, and acknowledging that the Township of Wellington North will process the application based on the information provided.**

<b>Signature:</b>	<b>Title:</b>
<b>Printed Name of Signatory:</b>	<b>Date:</b>

*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 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 519-848-3620, ext 27 or at the Municipal Office, P.O. Box 125, 7490 Sideroad 7 West, Kenilworth, ON N0G 2E0.*

*Township of Wellington North may promote the program and reserves the right to use approved and funded projects as examples in promotional programming. The Township may promote an approved project by using photographs and descriptions of the project in promotional materials.*

*All applications should be submitted to the Township of Wellington North Attention Clerk's Department.*