



2024-2025 Grants and Donations Community Development Fund Overview

PURPOSE OF THE FUNDS

The Township of Wellington North values the important role that not-for-profit organizations and community groups play in delivering events and projects that support our community. The Grants and Donations Community Development Fund (The Fund) provides funding aimed at enabling local groups 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 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 2025, the Fund will consist of two streams:

1. **Cash donations**
2. **Use of Space**

Funding will be available to eligible organizations in the following categories:

- Signature Event – maximum of \$2,500.00, Cash Donation only.
- Local Event – maximum of \$1,000.00, Cash Donation or Use of Space.
- Program - maximum of \$1,000.00, Use of Space only.
- Special Activity - maximum of \$1,000.00, Cash Donation only.

CASH DONATIONS

The Cash Donation stream allows eligible organizations to apply for cash to assist with the execution of events or programs within the Township of Wellington North.

Signature Events (recognized by Council) are eligible to receive up to \$2,500. Local Events and Special Activities are eligible to receive up to \$1,000.

USE OF SPACE

The Use of Space stream allows eligible organizations to apply for a fee waiver for a use of space in a Township-owned facility to host an event or program.

Local Events, Special Activities and Programs are eligible to receive up to \$1,000.

APPLICATION REVIEW PROCESS

Applications for the 2025 intake of the Fund must be submitted by **September 30, 2024**. Township staff will review the applications and prepare a report for Council approval. All applicants will be notified of the decision by January 2025.

When reviewing applications, the following items will be taken into consideration:

1. Is the applicant eligible?
2. Is the applicant applying for funding in the correct stream?
3. Is the applicant applying for funding for an event, program or service designed for Township of Wellington North residents?
4. Is the organization receiving funding from other sources?

APPLICATION COMPLETION

Events and projects should be developed using a high degree of participation and engagement with the community during the planning and development stages. Partnerships between organizations to deliver events and projects are strongly encouraged.

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

OTHER FUNDING SOURCES

1. 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 the **Wellington North Cultural Roundtable Programming Fund**.
2. Implementation of recreation projects or 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 **Wellington North Community Fund** administered by the Centre Wellington Community Foundation.

FUNDING CONDITIONS

Events, projects and programs must be covered by liability insurance, and be able to produce proof of insurance upon request.

Eligible 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 operated by an eligible organization.

APPLICATION PROCESS

Those applying to the Fund must complete the application form. Applications forms are available online at www.wellington-north.com or by contacting Mike Wilson at mwilson@wellington-north.com or 519-848-3620 ext. 4236.

REPORTING

A brief report on the outcome of the event is required, highlighting attendance, community engagements, 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 notified in writing and funds will be disbursed by cheque made payable to the applicant/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 council, staff, and agents shall be indemnified against any actions or outcomes from any approvals granted.

ATTACHMENTS

Attachment A – Definitions

ATTACHMENT A – DEFINITIONS

Eligible Organization – An Eligible Organization is one of the following:

- A not-for-profit organization or community group that offers programs, events or services to residents of the Township of Wellington North.
- A for-profit organization that offers programs and services to residents of the Township of Wellington North, specifically youth and/or seniors, that the Township would not be able to offer on its own.
- A group organizing an event or program with the purpose of raising funds for community betterment.

Signature Event – The Fund recognizes three events as Signature Events:

1. The Mount Forest Fireworks Festival
2. The Arthur Optimist Club's Canada Day Celebrations
3. The Louise Marshall Hospital Foundation Gala

Signature Events are designated by Council and are eligible for the Cash Donation stream.

Local Event – A Local Event is any event within the Township of Wellington North that is not considered a Signature Event. Local Events are eligible for the Cash Donation stream and the Use of Space stream.

Program – A Program is a recurring series of events/offerings from an Eligible Organization, note programs are only eligible for the Use of Space stream.

For example: Organization A is hosting a weekly games day for seniors in the Township of Wellington North, their facility rental would be waived up to a maximum of \$1,000.

Special Activities – Special Activities are recurring community betterment efforts designed at enhancing a specific portion of the community. For example: A Horticultural Society planting flowers in the downtown core. Special Activities are eligible for the Cash Donation stream.

To request an alternate format of this document, please contact township@wellington-north.com or 519-848-3620.