

Township of North Dumfries

2025 Community Grant Request Program

The Township of North Dumfries administers a Community Grant Program designed to provide financial support to local community groups and organizations for projects that enhance and enrich our Township. As part of the annual budget process, the Council will make all funding decisions based on local needs and priorities, as established by Council.

These guidelines are intended to offer a structured framework to ensure consistency and fairness in addressing requests for assistance. However, it is important to note that these guidelines do not constrain the Council's discretionary authority in the allocation of grants.

A community grant can include:

- Financial payment
- Use of municipal Property/facilities at reduced or no cost
- Fee waivers (permits, licenses etc.)
- Municipal Staff support
- Equipment supply
- Materials supply
- Use of Township facilities

Eligibility:

Community Grants are designed to support initiatives across the following categories:

- Youth and Senior Events
- Community Betterment Projects
- Special Community Events
- Community Service Programs
- Tourism and Economic Development
- Arts, Culture, and Heritage
- Donations for Disaster Relief

These categories encompass a broad range of activities aimed at enhancing the well-being and vibrancy of our community.

All applications will be evaluated based on the following criteria:

- a) The need for and merit of the project or cause;
- b) The potential benefit to the Township of North Dumfries;
- c) The current funding status and funding requirements for the proposed project.

1. Application Guidelines:

1.1 Submission: All grant applications must be submitted using the Community Grant Request Application Form, available online <https://www.northdumfries.ca/en/township-services/community-grants-program.aspx> and directed to the Treasurer/Director of Corporate Services by December 31, 2024 to be considered during the budget process for the upcoming calendar year. Applications submitted after the deadline will not be considered.

- 1.2 Incomplete Applications:** Applications that are incomplete will not be considered. Should you require assistance in completing the application please email recreation@northdumfries.ca
- 1.3 Annual Submission:** Community grant applications must be submitted each year a grant is requested. Previous years' applications will not be automatically considered.
- 1.4 Supplementary Funding:** The grant should not be the primary source of funding for the project, event or organization. Grants are intended to supplement other funding sources. (Note: In-kind contributions may be considered as part of the funding for the project or organization.)
- 1.5 Outstanding Deficits:** The Township of North Dumfries will not provide grants to cover outstanding deficits.
- 1.6 Funding Amount:** Please indicate the total amount requested from the Township
- 1.7 Waiving Fees or Service Charges:** Please indicate what Township fees or service charges you are requesting to be waived and the value of the request. Should you need help identifying these fees please email recreation@northdumfries.ca
- 1.8 Township Staff Support:** Please identify what staff support you will require from the Township.
- 1.9 Township Equipment or Materials:** Please identify what equipment or materials you will require from the Township.
- 1.10 Township Property or Facilities:** Please identify what Township property or facilities you would like to use.
- 1.11 Project Deliverables:** Outline the importance of the project, the benefit to the community and any other important information that will help with your application.

2.0 Financial Information: Applications must include financial information that demonstrates:

a) The financial position of the applicant, including all assets and liabilities relative to the intended project or organization. Financial statements showing financial history are requested.

b) All sources of revenue, including information about other fundraising efforts, should be included. This should show a breakdown of how much money is coming from each source and what percentage of the total project cost is covered by the Township's assistance.

c) Project expenditures.

Please refer to Appendix A sample template for submission.

3.0 Eligibility Information: Applications must provide enough information to support the eligibility of the request, including:

a) The purpose of the project or cause;

b) The merit of the project or cause;

- c) The benefit to the Township of North Dumfries;
- d) The beneficiaries of the community grant.

3.1 Application Limit: Only one application per organization will be accepted, even if multiple events are requested.

3.2 Additional Conditions: Funding approvals may be subject to additional conditions as determined by Council.

3.3 Unspent Funds: Unspent grant funds cannot be carried forward to the next year without express permission from Council.

4.0 Application Review:

- The Treasurer's office will review all applications for completeness before submission to the Finance Committee;
- Two Council members, as appointed by Council, will review complete applications and make recommendations to the full Council in March 2025;
- All requests will be evaluated within the context of the Municipality's current budget allocation, except in exceptional circumstances approved by Council;
- Normally, only one request per organization will be considered annually;
- Council has final approval authority;
- Applicants will be notified of Council's decision by the Treasurer following Council's final approval in April 2025.

4.0 Accountability:

- Grant recipients are accountable for using the funds in accordance with the stated objectives and plans. Future grant eligibility will be assessed based on the demonstrated fiscal responsibility of the applicants.
- Funds granted are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined.
- If the project does not proceed, the grant recipient must return the granted funds.
- Recipients must provide a report to Council within 90 days of project completion (or by September 30 of the budget year) that includes:

a) Certification that funds were spent on the activities described in the grant application.

b) A report on the project or cause/event.

5.0 Marketing:

- If granted, all marketing materials must acknowledge the Township of North Dumfries as a funding partner.

DEADLINE: December 31, 2024 for consideration in the following fiscal year budget.

APPENDIX A Budget Template

1. Project Overview

Project Description: _____

Total Project/Event Cost: \$ _____

2. Revenue Sources

Source of Revenue	Amount
Township Assistance	\$ _____
Other Fundraising Efforts	
- Fundraiser 1	\$ _____
- Fundraiser 2	\$ _____
Grants	
- Grant 1	\$ _____
- Grant 2	\$ _____
Donations	
- Donation 1	\$ _____
- Donation 2	\$ _____
Sponsorships	
- Sponsor 1	\$ _____
- Sponsor 2	\$ _____
Other Income	
- Source 1	\$ _____
- Source 2	\$ _____

Total Revenue: \$ _____

3. Budget Summary

- **Total Revenue:** \$ _____
 - **Total Project Cost:** \$ _____
 - **Amount Covered by Township Assistance:** \$ _____
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4. Notes

- Provide any additional notes or explanations regarding the budget and revenue sources here.