



## **COMMUNITY GRANTS INTRODUCTION**

Applications for community grant requests as a part of the Township's 2018 Budget consideration are now being accepted. A formal application is being used to ensure complete and consistent information is received.

Please note that this application is for community based organizations and does not apply to Committees of Council.

### **Deadline**

For the 2018 Budget intake, all requests must be submitted to Mary Ellen Truelove, Clerk, no later than 4:00 p.m. on Friday, November 10<sup>th</sup>, 2017. Consideration will not be given to a request for a community grant that is received after the deadline.

### **Presentations to Council**

All organizations that wish to make a presentation to Council about their 2018 request, must do so on the date set aside for that purpose. You are not required to make a presentation. Presentations are strictly optional.

This year, Council will be meeting on Monday, November 20<sup>th</sup>, 2017, starting at 2:00pm to hear presentations. Presentations will be limited to a maximum of 8 minutes per organization.

Any materials that will be provided to Council to support the presentation must accompany the Application Form by the application deadline. PowerPoint presentations can be made. In addition to a hard copy of the presentation accompanying the application form, the digital file must be emailed to the Clerk or supplied in person and transferred from a USB drive by the application deadline.

Consideration will not be given to requests for presentations on other dates or at subsequent budget meetings.

### **Things to Consider**

During the 2017 Budget intake in the fall of 2016, requests totaling \$100,838.00 were made to Council. The 2017 budget funded \$46,500 in requests. To support consideration, your application should clearly establish:

- Who your organization is;
- The specific amount being requested;
- The intended use of the funds;
- How the use of the funds benefits the Rideau Lakes community;
- How the intended use of the funds addresses a gap and/or community need.

The Township, at its sole discretion, may elect to fund all, part, or none of an application received. Approved funding will be provided in 2018, with a specific date determined by the Township.

### **Our Thanks**

Council would like to thank all organizations for their interest in the Community Grants program. Your organization's efforts to provide services and enhance programs to our community are greatly appreciated.

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### **Did You Remember to...**

- ✓ Complete all required application fields in full?
- ✓ Sign the application?
- ✓ Include your *maximum two page, single-sided description of the intended use of the funds?*
- ✓ Note if you plan to make a presentation?
- ✓ If yes, include a hard copy of any materials to be provided at the presentation?
- ✓ If you plan to make a digital presentation, provide a digital copy of your PowerPoint presentation in addition to the hard copy?



**COMMUNITY GRANTS TO OTHERS  
APPLICATION FORM**

All applications must be received by Mary Ellen Truelove, Clerk, no later than **4:00 p.m. on Friday, November 10<sup>th</sup>, 2017**. Applications can be submitted by:

Email: [mtruelove@twprideaulakes.on.ca](mailto:mtruelove@twprideaulakes.on.ca)

Fax: 613-928-3097

Mail or In-Person: Chantry Office - 1439 County Road 8, Delta, ON K0E 1G0

It is the applicant's responsibility to confirm that the application was received by the Clerk, by the deadline. It is recommended that you request a confirmation of receipt.

**All fields are required fields.** Incomplete applications will not be considered.

**Organization Name**

**Contact Information**

Name	
Phone	
Email	
Mailing Address	

**Amount Requested**

*The specific amount being requested.*

Amount Requested	
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**Requested Funding Date**

*This is the preferred date on which you would like to receive the funds. For approved requests, efforts will be made to meet the organization's preferred date, however actual payment date during 2018 will be at the discretion of the Township.*

Preferred Funding Date	
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### Intended Use of the Funds

**Remember the key points in the 'Things to Consider' section of the application introduction.** Please outline the Intended Use of Funds in a maximum two page, single-sided attachment to this application.

- I have attached a maximum two page, single-sided description of the intended use of the funds

### Presentation Request

A presentation is optional. All presentations will be scheduled on November 20<sup>th</sup>, 2017, starting at 2:00pm.

- No, I do not plan to make a presentation to Council
- Yes, I would like to make a presentation to Council

### Presentation Materials Attached

If you have requested a presentation, please certify that a copy of all materials for the presentation are accompanying this application in hard copy. Further, if a digital presentation is to be made, please certify that, in addition to a hard copy of the presentation and any other materials, a copy of the digital PowerPoint file will be received by the Clerk by the application deadline.

- I do not plan to make a presentation to Council
- Yes, a hard copy of all the presentation materials is attached
- Yes, I also plan to make a PowerPoint presentation, and the digital file will be submitted to the Clerk by the application deadline

### Signature

*I certify that the information submitted is accurate, and that I have the authority to make the request on behalf of the organization.*

*I acknowledge that all personal information is being collected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used and disclosed publically for the purpose of reviewing and administering the application.*

Signed \_\_\_\_\_

Dated \_\_\_\_\_