MUNICIPAL GRANT PROGRAM

GRANT APPLICATION FORM

Organization: _____

Charitable Registration Number (if applicable): _____

Amount Requested: _____ Amount Received in Previous Year_____

REQUIREMENTS

Applicants must submit the completed application form with all questions answered and include the following information:

Grant Application signed by an authorized member of the organization

A completed Financial Budget Form, which includes a most recent financial statement detailing all sources of funding and costs of the organization

Any support documents such as, annual reports, promotion material...etc

Completed Eligibility Checklist Form

Completed applications are to be sent to:

Township of The Archipelago

9 James Street

Parry Sound ON P2A 1T4

Attention: Finance

or email to finance@thearchipelago.ca

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ORGANIZATION INFORMATION

Date: _____ Name of Organization/Event: _____

Address: _____

Contact Person's Name: _____

Contact Person's Telephone: _____ Email: _____

Number of Years Organization has been in Operation: _____

Goals & Objectives of Organization:

# of Members/Volunteers (Please include Board of Directors if applicable):

Purpose of Donation: (attach a separate sheet if more room is required)

How will Archipelago Residents Benefit from the Grant Donation:

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ORGANIZATION INFORMATION CONTINUED

Total Organization/Project Budget:_____

Amount self-funded from fundraising: _____

Other Grants received or applied: _____

_____

How will the project/funding be measured? (#of attendees, vendors, partners, sponsors..etc)

If Municipal Funding is granted, how will you formally acknowledge the Township's contribution?

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CONDITIONS OF GRANT

Funding applications will be considered on an annual basis. Any organization that is requesting funding during the annual budget process must submit a complete application by the due date. Applications that are incomplete or not submitted by the due date will not be considered.

Recipients will publicly acknowledge support from the Township of The Archipelago and include a current Township logo on all forms of communication related to the project

To be considered each year, applicants must submit a completed new Community Grant application.

Depending on the nature and value of the requested grant, additional information may be requested after the initial application.

The applicant agrees to allow the Township's Treasurer, or their designate, to examine any records/documents of the applicant, to determine that the funds granted by the Township have been properly expended for the purposes herein described.

Grants will not be made retroactively to fund deficits or shortfalls. Commitments made by an applicant prior to, or in anticipation of official written notification that a grant has been approved are done at the applicant's risk. In the event that an application is rejected, the Township will not be responsible for expenditures already incurred.

If successful, the applicant will not use funds to cover operating expenses or transfer the funds to any other group or organization and be sustainable beyond the support of the municipal grant

☐ I/WE certify that the grant application information is true and correct, including the information on the Financial Budget form.

President/Chair: _____ Date: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of selection of applicants for community grants. The applicant hereby consents to the disclosure of information contained in this submission, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56. If an applicant proponent believes that all or part of the submission should be protected from release, the relevant sections should be clearly marked as confidential. This shall not automatically protect a submission from release, but shall assist the Township in making a determination on release if a Freedom of Information request is made. The identity of successful applicants, as well as the community grant level of funding awarded may be available to the public on the Township website.