



## THE CORPORATION OF THE TOWNSHIP OF ST. CLAIR

Subject	<b>Annual Grants / Donations</b>	<b>Section III</b>	<b>Policy 200</b>
Effective Date	April 3, 2023	Approved By: Council	
Revision Date	n/a		

### **ANNUAL GRANT / DONATION REQUESTS**

Introducing the Township of St. Clair Grant/Donation Program: Council's latest milestone, sanctioned in April 2023, poised for implementation in 2024.

This innovative initiative marks a significant departure from the earlier budget meeting voluntary request-based model utilized until 2023.

#### **GRANT APPLICATION POLICY**

##### **Eligibility Criteria:**

To be eligible to receive a grant from the Township of St. Clair, an organization must meet the following criteria:

1. Be a registered charitable organization with the Government of Canada or a volunteer organization within the Township of St. Clair.
2. Have a minimum operational history of at least one year.
3. Provide services directly benefiting the residents of St. Clair Township.
4. Demonstrate community volunteer support.

##### **Supported Focus Areas:**

The Corporation of the Township of St. Clair will provide support to organizations engaged in the following areas:

1. Promotion and maintenance of neighbourhood parks.
2. Development and upkeep of recreational facilities.
3. Preservation of heritage and environmental initiatives.
4. Implementation of community and social groups / programs.

### **Grant Purpose and Criteria:**

Grants will be awarded for specific purposes and for projects with defined timelines and outcomes. Successful applicants must clearly demonstrate a community-based activity.

### **Application Process:**

All prospective applicants must adhere to the following guidelines:

1. Complete the designated grant request form.
2. Furnish required reference information.
3. Submit applications by the specified deadline of October 15<sup>th</sup>.

### **Reporting Requirements**

Grant recipients are obligated to provide comprehensive annual reports, indicating proper utilization of grant funds as outlined in their applications. Final reports must be received prior to additional funding being distributed, and should encompass the following components:

1. Financial statements from the previous year.
2. Detailed budget breakdown.
3. Statistical data showcasing program impact.
4. Summarized program overview.
5. Measurable outcomes aligning with Council's priorities.

### **Ineligibility Criteria:**

The following categories are not eligible for grant consideration:

1. Annual fund drives.
2. Institutional statutory programs.
3. Core operating expenses.
4. Political activities.
5. Travel expenses.
6. Debt reduction.
7. Endowment funds.
8. Direct religious activities.

### **Frequency:**

Grants will be awarded on an annual basis, with application due by October 15<sup>th</sup> each year.

By adhering to these comprehensive guidelines, the Township of St. Clair aims to ensure fair and transparent grant distribution that aligns with its commitment to community development and enhancement.

## DONATION / GRANT REQUEST FORM

Please complete this form in the spaces provided. Return to the Township office by the grant application deadline (October 15<sup>th</sup>):

**By Mail:**

**St. Clair Township Civic Centre**

**Attention: Treasurer**

**1155 Emily Street**

**Mooretown ON N0N 1M0**

**By Email:**

[glozon@stclairtownship.ca](mailto:glozon@stclairtownship.ca)

**(Confirmation of receipt of request will be emailed to the contact below.)**

1. Name of Organization: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. Registered Charitable Organization Number: \_\_\_\_\_

6. Executive Director / Manager: \_\_\_\_\_

7. Contact Person for this Request: \_\_\_\_\_

8. Briefly state mission/goals of your organization:

9. Briefly describe the project for which you are requesting funds:

10. Is this a new or existing project:  New or  Existing

11. What is the total cost of this project: \$\_\_\_\_\_

12. What amount of funds are you requesting from the Township and/or what is the in-kind services being requested (i.e., rental fee waiver, support staff, etc.):

13. Specifically, for what will the funds be used:

14. When are the fund required: \_\_\_\_\_

15. Benefits to the Community:

(a) Who will benefit (age, group, etc.):

(b) How many will benefit (number): \_\_\_\_\_

16. Is there any potential to involve other community groups in this project? (i.e., cost sharing, resources sharing, advertising, etc.):

17. In what geographical area does your organization operate:

18. Do volunteers participate in the organization? If yes, indicate the number of volunteers and type of Involvement:

19. If your organization has received financial assistance from the Municipality in prior years, indicate the amounts below

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20. Please provide a budget for the event, program, project and/or the organization. Also include the organization's financial statement from the previous year if available:

21. Chairperson / Board Representative name and signature:

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

22. References: \_\_\_\_\_

### ***Terms and Conditions***

***The applicant agrees to the following:***

- ***To complete the Project Evaluation Form (provided) within two months of the completion of the event, project, or program.***
- ***The funds will be used only for the purposes described in this application.***
- ***To inform staff if the project is delayed or has changed for any reason.***
- ***In the event the project does not go forward, the applicant agrees to return the funds to the Municipality.***