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## 2021 COMMUNITY GRANT APPLICATION

Please fill in the information below and attach it to the front of the application package. Read the attached Community Grant Program Policy carefully for eligibility criteria and to ensure you are submitting an accurate and complete application.

<b>Organization Name:</b>	
<b>Contact Name and Title:</b>	
<b>Mailing Address:</b>	
<b>City &amp; Province:</b>	<b>Postal Code:</b>
<b>Charitable Registration Number (if applicable):</b>	
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Amount being requested from the Town of New Tecumseth:</b>	

### Community Grant Program

This category provides funding to assist organizations which provide core services to the community, are beneficial to the community, and are not provided by the Town.

Funds provided in this category will include requests for initial start-up funding, equipment, material and supplies purchases, or to offset Town established user fees to rent space, equipment or supplies, which may include but is not limited to, space rental, signs, equipment (e.g. tables, chairs, sound system, etc.) or in-kind services (e.g. staff set up / take down, re-locating picnic tables, etc.).

**Groups considering a request to have Town user fees waived must apply for a grant in this category.**

Please submit a complete and original, signed application and all supporting documentation by **4:30 p.m. Monday, March 1, 2021** to the:

Parks, Recreation and Culture Department  
Town of New Tecumseth  
10 Wellington Street East  
Alliston Ontario L9R 1A1

Or

By email: [grants@newtecumseth.ca](mailto:grants@newtecumseth.ca)

For any questions about the Community Grant Program, please use the following contact information:

Email: [grants@newtecumseth.ca](mailto:grants@newtecumseth.ca)  
Phone: (705) 435-3900 ext. 1503

**APPLICATION CHECKLIST**

**All items below must be included with the Application in order for the application to be deemed complete and considered.**

Please confirm the following items are included with the application:

- A brief description of the Organization including its Mission Statement, Constitution or Statement of Purpose
- Purpose for which the grant will be used
- Most Recent or within 2 years Financial Statements including Balance Sheet and Income Statement
- Organizational Budget
- List of the Board of Directors/Executive (including address and contact information)
- List of funding sources, including other grants, subsidies or in-kind services
- Any other relevant data
- Application form signed by authorized officials of the organization indicating that they have reviewed and approved the application

**Important Requirements and Information:**

- The maximum eligible amount for 2021 is \$2,000.00.
- Groups considering a request to have Town user fees waived must apply in this category.
- Please read the attached Community Grant Program Policy carefully for eligibility criteria and to ensure you are submitting an accurate and complete application.
- Complete Grant Applications will be brought forward to a Committee of the Whole for consideration in April 2021 and considered for approval in May 2021.
- Groups applying for a grant must comply with the criteria outlined in the Community Grant Program Policy(attached). Grants will be awarded with priority given to groups which submit complete grant applications on time, and on the approved application form.
- 2020 Community Grant Program recipients must report on how the 2020 approved grant funds were used in this application.
- If you need more space to answer certain questions, you may provide your answers on a separate page. Please identify the number of the question you are answering.

1. Please provide a brief description of the organization, including its mandate, constitution, mission statement or statement of purpose.

2. Briefly describe the history of your Organization and your target market, participants or audience.

3. Please list, or include in an appendix, the names, addresses, and phone numbers of the Board of Directors or the Organization, their roles and describe how the Board is structured to achieve the goals and objectives of your Organization.

Board Member Name	Board Member Position	Phone Number

4. Please list:

Number of Members: \_\_\_\_\_ Number of Volunteers: \_\_\_\_\_

Number of Paid Staff: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

5. Did the Organization receive any government assistance in the past three years.

- Yes
- No

6. If the answer to question #4 is yes, please indicate the sources and amounts of funding:

Source: e.g. Federal, Provincial, Municipal	Amount	Year

7. Is this a request to waive Town user fees? E.g. rental fees for a facility space

- Yes
- No

8. Please provide a brief description on what the grant will be used for.

9. List your organization’s financial reserves. *(Supporting documentation may be attached but these fields must be completed.)*

<b>Description</b>	<b>Amount in \$ (Total all accounts)</b>
Cash	
Investments	
Bank Account Balances	
Other:	
Other:	

10. If your group or organization received a grant in the previous year, please report on how the approved grant funds were used.

ORGANIZATION AGREEMENT

**Signature of Authorized Official(s)**

Signed on behalf of the organization by authorized officers of the organization, we certify that:

- a) all information and materials provided to the Town of New Tecumseth with respect to this grant application is considered to be PUBLIC INFORMATION and will be released to the public;
- b) That the monies will be used by December 31 of the year in which the grant was issued and for the purpose the application was approved. Any unused portions of the grant money will be returned;
- c) The information given in this application for funding assistance is true and complete in every respect.

<b>Signature</b>	<b>Position</b>	<b>Date</b>
<b>Signature</b>	<b>Position</b>	<b>Date</b>

*NOTE: The release of all grant funds is contingent upon the Town receiving a copy of the organization's most recent or within two years financial statements.*

*Personal information contained on this form is collected under the authority of the Municipal Freedom of Information & Protection of Privacy Act and will be used to determine eligibility for grants.*