



## 2021 COMMUNITY GRANT APPLICATION – ORGANIZATION

**COMPLETED APPLICATIONS ARE DUE BY DECEMBER 1<sup>ST</sup> OF EACH YEAR**

Note: The following are to be included with this application. Please check to indicate attached.

- A statement of the organization's/association's constitution, a mission or statement of purpose.
- Description of services and programs offered, and geographical area served by your organization.
- Description of clientele participating or utilizing services/program.

**(Maximum 1 page for above 3 requirements combined).**

- A copy of the organization/association's executive list.
- Statement of Estimated Revenues and Expenditures (sample attached - please refer to instructions on the page 2 of this form).

<b>Organization/Association</b>			
Name		Telephone	
Address		Municipality (if not Loyalist)	
<b>Contact Information</b>			
Name	Position	Telephone	
<b>Funding Category</b> (see page 2 for definitions)			
<input type="checkbox"/> Recreation/Leisure	<input type="checkbox"/> Civic	<input type="checkbox"/> Social	
<b>Financial Assistance Requested</b> (\$1,000 maximum)			
2021 Request (insert dollar figure)		2020 Receipt, if applicable (insert dollar figure)	
<b>Purpose:</b>			
<b>Application for Facility Free Use at WJ Henderson Recreation Centre</b> (Please indicate date and time required)			
<input type="checkbox"/> Pool		<input type="checkbox"/> Arena	
<b>Please identify other services/support provided by Loyalist Township</b>			
		2020	2021 request
Describe			
1) Facility free use			
2) Staff time setup/takedown			
3) Staff time traffic control			
4) Staff time meeting administration			
<b>Certification</b>			
We certify that, to the best of our knowledge, the information provided in this Application for a Community Grant is accurate and complete, and endorsed by the organization which we represent.			
Name	Position with Organization/Association	Date	
Name	Position with Organization/Association	Date	
<b>Office Use Only</b> <input type="checkbox"/> Meets Policy <input type="checkbox"/> Does not Meet Policy (state reason)			

# COMMUNITY GRANT APPLICATION – ORGANIZATION

## Description of Funding Categories

Recreation/Leisure - organizations offering athletic or leisure opportunities not offered by the Township

Civic - organizations providing events or services promoting Loyalist Township which could be expected to bring economic and/or public relations benefit to the Township

Social - organizations offering a specific service (other than recreational/leisure) to residents of the Township, which is not considered to be the responsibility of another level of government

## Instructions for the use of this form:

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### Part 1: Expenses

By year: Summarize and list operating expenses only for the program for which you are requesting funding, by major object of expenditure classification for your organization's fiscal year (12-month operation) as follows:

- (a) Personnel Costs - Cost for regular full-time, part-time and overtime salaries as well as the cost for all benefits paid (Employment Insurance, Canada Pension Plan, Employer Health Tax, etc.).
- (b) Office Supplies - Cost for office supplies, printing and reproduction, books, subscriptions, postage.
- (c) Building/Equipment/Supplies - Cost for janitorial materials and supplies, paint, hardware and small tools, automobile parts and accessories, gas, oil and propane.
- (d) Maintenance and Repair - Maintenance, rental and repair of buildings, vehicles and equipment.
- (e) Landscaping/Streetscaping Supplies - Flowers, planters.
- (f) Other - Could include:
  - Utilities – heat, hydro, water and sewer
  - Capital costs – acquisition of equipment, furniture, land, buildings, improvements
  - Contributions and financial charges – Donations made to others, interest and principal payments of debt, reserves for future purchases, bank charges, etc.
  - Professional services – Advertising, insurance, consultant's fees, etc.

Summarize total expenses of your organization.

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### Part 2: Revenue

By year: List all sources of revenue received only for the program for which you are requesting funding:

- (a) Grants - Provincial, Federal, United Way, Lottery, etc. (*excluding grants from Loyalist Township*)
- (b) Sales of Goods or Services
- (c) Membership Fees
- (d) Donations
- (e) Other Revenue
- (f) Previous Year's Surplus or Deficit

Summarize total revenues of your organization.

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### Part 3

Enter your net (deficit) or surplus: Part 1 minus Part 2

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### Part 4

Enter grants from Loyalist Township

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### Part 5

Enter your net (deficit) or surplus: Part 3 plus Part 4

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## COMMUNITY GRANT APPLICATION – ORGANIZATION

Statement of Estimated Revenues & Expenditures (to nearest dollar)

Organization Name: \_\_\_\_\_

	2020 (Forecast) \$	2021 Request \$
Please indicate 12-month period ending in year	_____ to _____	_____ to _____
<b>Part (1) Expenses</b>		
Program name for which funding requested:		
a) Personnel Costs (eg.		
b) Office Supplies (eg.		
c) Building/Equipment/Supplies (eg.		
d) Maintenance & Repair (eg.		
e) Landscaping/Streetscaping (eg.		
f) Other (eg.		
Other (eg.		
Other (eg.		
Subtotal for program		
Other programs:		
<b>Total Gross Expenses</b>		

<b>Part (2) Revenue</b>		
Program name for which funding requested:		
a) Grants (eg.		
b) Sales of Goods or Services (eg.		
c) Membership Fees (eg.		
d) Donations (eg.		
e) Other Revenue (eg.		
f) Previous Year's (Deficit)/Surplus		
Subtotal for program		
Other programs:		
<b>Total Revenue</b>		

<b>(3) Net (Deficit)/Surplus Before Grants from Loyalist Township (1) minus (2)</b>		
<b>(4) Grants From the Municipality</b>		
<b>(5) Total Net (Deficit)/Surplus</b>		

Name	Position with Organization/Association	Date

## COMMUNITY GRANT APPLICATION – ORGANIZATION

Organization Name:
Address:

1. In the event that the funds allocated are not used for the services, event or project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the Municipality.
2. If there are any changes in the funding of the services, event or project from that contemplated in the application, the Municipality will be notified of such changes through the Recreation Department.
3. The applicant will make or continue to make attempts to secure funding from other sources.
4. The applicant will keep proper books of accounts of all receipts and expenditures, relating to the services, event or project described in the application.
5. The applicant will retain and make available for inspection by the Municipality or its auditors, all records and books of accounts of the Organization upon request from the Municipality (which request may be made up to two years after the grant award).
6. If the services, event or program proposed in the applicant's application are not commenced, or are not completed and there remain municipal funds on hand, or if the services, event or project are completed without requiring the full use of the municipal funds, such funds will be returned to the Municipality.
7. The applicant agrees that the services, event or project shall not be represented as a Municipal service, event or program, and that the applicant does not have the authority to act as an agency of the Municipality in any way, the only relationship being that the Municipality has approved and granted financial assistance to the applicant.
8. The applicant agrees to provide the Municipality a year-end summary confirming the financial assistance provided by the Municipality was used for the services, event or project as described in their application. Failure to provide such documentation will rule them ineligible for further financial assistance under this program.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete, and is endorsed by the Organization we represent.

Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

**This application must be signed by two (2) members of the executive.**

Please check one of the following:

If your group's grant application is successful, would you like to have a cheque:

- Delivered by mail       Presented by a Member of Council