

COMMUNITY PROJECT GRANT PROGRAM

2021 APPLICANT GUIDE



TOWN OF
GRIMSBY

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Program Overview

The Town of Grimsby recognizes and supports the important role that community organizations play in delivering programs, services and events that enhance the wellbeing of local residents.

The Community Project Grant Program provides funds to local organizations, community groups, and clubs to assist in the delivery of projects and to develop and enhance local programs to increase participation of Grimsby residents. This applicant guide is meant to assist prospective applicants in preparing a successful application. Full program details and requirements are identified in the Community Project Grant Program Policy available @ www.grimsby.ca/cgrp.

An amount up to \$2500 can be requested to provide funding for the start-up of an eligible organization, project, or short term undertaking with a fixed completion date. The project should be outside the normal range of activity for the applicant (regular operating costs are not eligible).

The 2021 intake for the Community Projection Grant program begins on **Wednesday July 21 2021** and ends **Monday August 9th 2021 @ 4:30pm**.

Types of Projects Funded

Unsure of what types of projects will be funded? Here are a few examples for inspiration. These examples are not what would be exclusively funded and all projects that meet the program criteria are eligible.

- An open-house or “try-it” program to attract new members and engage more residents in your sport, activity, or club.
- Expanding your program or services offerings to a new demographic (expanding a sport league for a girls/women’s program, engaging more older adults, or adding a program for Indigenous art)
- Purchasing equipment/materials to expand a program or club offering such as funds to buy equipment to enable more inclusive programming (eg. Sledge hockey, sensory soccer balls etc.)
- One time start-up costs for a developing community group (website, incorporation, start-up marketing campaign)
- A special event open to the community

Not sure if your project will be eligible? Contact Trevor Ruzylo @ truzylo@grimsby.ca to assist you in completing a successful application.

Applicant Eligibility

Are you eligible to apply? Please review the criteria below before you begin an application.

Eligible organizations:

- Registered charities
- Incorporated not-for profits
- Community clubs and groups that have a volunteer board of directors and constitution that satisfies democratic principles. (see governance recommendations below)
- Groups with a membership of at minimum 70% Grimsby residents, or offer a service not offered by another local organization.
- Groups in good standing with the Town of Grimsby (not in default of previous grant reporting or have outstanding receivables).

Governance Recommendations

Applicant organizations should have procedures and a governance structure that enables proper oversight of project activities, with clearly defined rules that are communicated to their membership. Good governance practices will enhance submissions from prospective applicants.

Important elements of group governance can include:

- A clearly defined membership (who is part of your club? How do they join?)
- A board or executive of at least 5 members (President, Vice President, Treasurer etc)
- A yearly Annual General Meeting (AGM) well communicated to your members and the public.
- Current financial documents available to your membership
- Recorded minutes of all AGMs and board meetings available to your membership
- A constitution or terms of reference

Need help improving your group's governance? We can help! Email Trevor @ truzylo@grimsby.ca for assistance.

Ineligible groups:

Applicants of the following structure or affiliation are not permitted to submit applications. Groups clearly meeting the following criteria, or eligible applicants seeking to carry out activities on behalf of an ineligible group or carrying out an ineligible activity will not be assessed for funding.

- Individuals
- For profit organizations
- Other levels of government
- Political organizations and entities, including lobbying groups or groups attempting to further a political agenda
- Religious organizations (unless for a secular project)
- Organizations or prospective organizations seeking to duplicate a service offered in Grimsby.

Eligible Expenses

Items and activities related to the project that are eligible for funding

- Supplies and materials
- Facility rentals and permits (in kind or actual)
- Equipment rentals
- Marketing and promotions
- Food and refreshments for participants
- Entertainment and speakers
- Start-up costs
- Wages and contracted services (outside of regular operating costs)

Ineligible expenses

The following expenses cannot be covered by grant funding:

- Contributions to a large capital project
- Regular operating costs
- Debt retirement, deficit reduction, depreciation or financing charges
- Retroactive payments (cost incurred before the grant was approved)
- Top ups to shortfalls of government mandated programs (i.e. School, health programs)
- Secondary allocations (allocation of funds to another organization, including supporting fundraising activities for another organization)

Assessment Criteria and Selection Process

Applications submitted by eligible organizations, groups and clubs whose projects meet initial grant eligibility requirements will be assessed based on the following criteria:

1. The extent to which the organization, program or project will benefit and contribute to the quality of life of Grimsby residents.
2. That the project, program or organization fulfil an unmet need or enhance an existing service in the Grimsby community.
3. The clear demonstration that the organization has the resources, ability, skills and capacity to undertake the work and successfully complete the requirements of the Grant.
4. Alignment with [Council's Strategic Priorities](#) and/or the 5 Goals of the 2019 [Parks, Recreation and Culture Master Plan](#):
 - i. Accessible & Inclusive: To ensure community facilities, services and programs are accessible and inclusive of all.
 - ii. Partnership & Collaboration: Build capacity and promote healthy lifestyles through partnerships and collaboration.
 - iii. Communication & Engagement: Increase user retention and growth through the implementation of strategic communication efforts.

- iv. Innovation and Building Capacity: Be an innovative leader in developing and providing recreation and cultural services that promote healthy lifestyles and wellbeing.
 - v. Optimization of Infrastructure, Programming & Service Delivery: To efficiently deliver Parks, Recreation and Cultural Services.
5. Evidence of community support, including but not limited to:
 - a. Number of volunteers or volunteer hours committed to the organization or project
 - b. Fundraising and existing financial resources dedicated to the project
 - c. Partnerships and collaboration between other local organizations
6. Financial feasibility and sustainability of the project
7. The extent that the project is original in its nature (repeat or similar projects previously awarded through the program will be considered secondarily).

Selection Process

Complete applications meeting the required eligibility will be assessed and a decision recommended to Council by a review panel. Applications will be rated according to the degree that they meet the assessment criteria.

As there is a limited funding pool for this program, those who meet eligibility are not guaranteed to receive funding. The review panel may also approve a grant but at a lesser amount than requested depending on the number of requests and/or available funding.

Notification

Groups will be notified of the outcome of their application via email within approximately 6 weeks of the application deadline. Payment will be issued via cheque in full within 2-4 weeks of the notification of a successful application.

Final Report

A final report must be submitted to the Town of Grimsby within two months of the projection completion. A link will be sent to your organization to an online form with your notification of approval.

Information to be provided in the Final report includes:

- Report on project outcomes

- Results
- # of people engaged
- Testimonials
- Overview of challenges and future opportunities
- Project expense report and receipts for expenses covered by the grant
- A 250 word summary of the project and the impact to the community from the grant funds
- Photos of the project “in action” with permission for them to be shared on the Town Website and social media.

How to Apply

A fully completed application form must be received before the deadline through the online form. No paper or email submissions will be accepted.

1. Fully review the CPGP Applicant Guide and CPGP Policy available online @ www.grimsby.ca/CPGP to ensure your project and organization meet the eligibility criteria.
2. Evaluate your project plan against the assessment criteria, and ensure that your proposed project does not duplicate a service of another organization.
3. Contact Town Staff @ 905-945-1288 to confirm eligibility or if you have any questions.
4. The person submitting the application must have the authority to bind/commit the organization.
5. [Complete the application.](#) Good luck!

Information required to apply:

Applicants will be required to fill out a brief online application form that includes the following:

- [Contact Information](#) for the “Project Leader” (main contact for the project) and the President of the group who is applying. 2 alternate supporting group contacts must also be provided.
- [Project Information](#) including: name of the project; geographic location/neighbourhood where the project will take place; start date; end date; a

description of the project and who it will serve; rationale for why the project is needed; clearly defined outcomes. These outcomes should be measurable.

- Community Participation including identification of the number of participants, volunteers, description of how you will create awareness and promote participation in your project.
- Budget Information including amount of funding requested and completion of a budget template to outline how funds will be spent. A budget statement must be signed by authorized personnel (e.g. board of directors).
- Authorization: Legally binding electronic signatures of the President and/or Executive Director of the organization/group.
- Financial Statement Upload your organizations signed financial statements from your last Annual General Meeting.

Terms and Conditions

- a) Community Project Grants are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed;
- b) The Town reserves the right to reject any grant request or application including those that meet all conditions as stated in this Policy or an applicable Standard Operating Procedure (SOP). For example, the Town may reject grant requests where the demand for grants is greater than the funding available for allocation, or the Town, in its sole discretion, is of the opinion that it is in its best interests that the grant request be rejected;
- c) Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support;
- d) In the event that grant funds are not used for the project/program indicated in the application:
 - a. The funds must be returned to the Town to the attention of the Treasurer; and,
 - b. If funds are expended inappropriately or for a purpose other than the event/program/project indicated in the application, Council may at its discretion disqualify the organization from all subsequent financial or in-kind assistance from the Town.

- e) Applications will only be accepted from eligible organizations and signed by an officer of a Board of Directors, Executive Committee, or an authorized member of an organization that has the authority to bind an organization;
- f) Successful grant recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Town before a grant can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town shall result in the cancellation of an awarded grant; The Town reserves the right to cancel awarded grant assistance without notice if the applicant is in violation of any terms and conditions set forth in this Policy or other legally binding agreements;
- g) Grant recipients must acknowledge funding support from the Town in all communications materials, media coverage, and verbal promotion pertaining to the program or project being support by the grant.