



CORPORATION OF THE COUNTY OF DUFFERIN

Corporate Services (Clerk's office)
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COMMUNITY GRANT APPLICATION
(to be submitted by April 15)

Mandatory Requirements: (Pre-screening)

1. Applicants must be registered non-profit or charitable organization, or partnered with one, and not a municipality.
2. The project must fall within the County of Dufferin mandate and its stated priorities. The project must address at least one of the following County priority categories:
 - a) Cultural Enhancement
 - b) Economic Development
 - c) Human Services
 - d) Seniors Support
 - e) Youth Engagement
3. The organization must be sustainable. (see attachments re: Financial Statement)

Other considerations for organizations:

1. Project proposals must clearly indicate how the initiative will benefit the participants and/or the community.
2. This is a competitive process, overall funding allocation may be decreased and funding requested by organizations may be decreased or declined.
3. These grants support one-time funding opportunities/projects rather than ongoing sustainability funding.

Application Process: A completed application form is required in accordance with the template attached as Schedule A.

Eligible Expenses:

- Purchase of goods and services in keeping with the aim of the project.
- Advertising and Marketing.

Ineligible Expenses:

- Overhead or administrative costs not related to the project.
- Capital funding and infrastructure costs.

Successful Grant Recipients – Reporting Requirements

After project completion, organizations may be subject to a project review, and required to submit invoices and proof of payment for goods and services.

Organization Name:

Mailing Address:

Key Project Contact Person:	
Role:	
Address:	
Phone (s)	
President or Chair:	
Address:	
Phone (s)	
Organization Website:	

Is your organization registered as a charitable or non-profit organization?

Circle as applicable: Charitable Non-Profit

Registration number: _____

AMOUNT OF FINANCIAL ASSISTANCE BEING REQUESTED:

\$ _____

1. Outline mission, purpose and objectives of your organization.

2. Provide a brief description of your project.

Which of the Dufferin County strategic priorities does this project address?
Please briefly explain how.

Cultural Enhancement	
Economic Development	
Human Services	
Seniors Support	
Youth Engagement	

Please provide details on a separate sheet for the following questions.

1. How will the Dufferin community benefit from this project?

2. How would this project benefit from receiving a grant, including the project reach (# of people affected), greater capacity, etc.

3. Provide details of any additional fund-raising activities planned to support this project.

4. Provide a plan for the implementation of this project, including time lines and key milestones.

Attachments:

1. Most recent year- end Financial Statement (balance sheet and income statement)

2. Proposed Project Budget
3. A brief summary of accomplishments to date, leading up to this event (by team or individual as applicable) or a link to those reports on your website.
4. A letter of support if partnered with an organization for the purpose of this application.

If you received grant funding last year, please provide an impact statement outlining how funds were spent and the impact on the community. Please note this statement may be shared with the community. Please attach any photos if applicable.

PROPOSED BUDGET

Expected Costs Description	\$ Amount	Expected Funding Sources	\$ Amount	√ confirmed	√ requested
<i>Sub-Total:</i>	\$	<i>Sub-Total:</i>	\$		

In-Kind Contributions (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	✓ confirmed	✓ requested
Examples: Public Event Meeting Space, Office materials, staff expertise.				
<i>Total:</i>				

Volunteer Support

#of volunteers involved: _____ Total hours of volunteer time contributed: _____

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments and any other personal information is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk (519) 941-2816 ext. 2503.

FOR OFFICE USE ONLY		
APPLICATION RECEIVED:	APPROVED:	AMOUNT:
COMMITTEE MTG. DATE:	DENIED:	COMMENTS: