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# Community Recreation & Culture Grants Program

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Town of Collingwood

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**DEADLINE FOR APPLICATION  
NOV-1-2011 at 12:00 noon**

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Applications will be accepted by mail, fax, e-mail or in person at the Parks, Recreation and Culture Department, 97 Hurontario Street, Collingwood, L9Y 3Z5, Fax: (705) 445 4755, Email: [mkeast@collingwood.ca](mailto:mkeast@collingwood.ca). Applications will be date stamped when received.

# COMMUNITY RECREATION & CULTURE GRANT PROGRAM

## PURPOSE

The Community Recreation and Culture Grant program is available to support not-for-profit groups and organizations whose initiatives add to the quality of life within our community by;

- assisting local volunteers in building the sustainability of their organizations, and/or
- expanding opportunities for local residents to participate in Arts, Cultural, Sports and Recreational activities

## CRITERIA

- Your Event or Organization is **Not For Profit**.
- Your Event or Organization is a unique contribution or benefit to the quality of life in the community.
- Your Organization can demonstrate responsible financial management.

## GUIDELINES AND PROCESS

1. The intent of the Community Recreation & Culture Grant program is to assist community based organizations in providing new events or supporting projects that expand and sustain local recreation, sports, arts and culture.
2. Priority will be given to new and innovative programming that promotes community engagement and/or projects that expand opportunities for youth.
3. Submissions requesting solely **In-Kind Facility Grant** funding will be processed in accordance to the established policy and are required to only fill in sections ❶ & ❸.
4. This Community Grant program is not intended to be the sole source of funding; the applicant must demonstrate a reasonable effort to raise funds from sources other than the Town of Collingwood.
5. To qualify for a grant, an organization must supply project/event budget information, the organization's current year budget and the most recent financial statement.
6. Applicants who are applying for a grant may be invited to an interview to discuss their application.
7. Final reports are required from those who are successful in receiving grants. The final report needs to state how funds were used, overview of event/program and a rating of success. The final deadline to submit a report is September 30<sup>th</sup> as this is the beginning of the following year's Community Recreation & Culture Grant process.
8. Grant allocations are dependent on approved budget availability. Qualifying applications and organizations meeting the criteria may not automatically receive a grant.
9. To be considered for **2012 Community Recreation & Culture Grants** all applications must be complete and submitted by the deadline. The application form is online at [www.collingwood.ca](http://www.collingwood.ca) in WORD format. Applications will be accepted by mail, fax, e-mail or in person at the Parks, Recreation and Culture Department, 97 Hurontario Street, Collingwood, L9Y 3Z5, Fax: (705) 445 4755, Email: [mkeast@collingwood.ca](mailto:mkeast@collingwood.ca). Applications will be date stamped when received.

# ① APPLICATION OVERVIEW

## ORGANIZATIONAL INFORMATION

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

Is your organization registered as a Not for Profit? YES  NO  If YES, please provide number: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Organization Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Alternate Email \_\_\_\_\_

\*\*\* Please include a list of Board of Directors/ Organizing Committee including addresses.

## FUNDING CATEGORIES

Please Check the corresponding box

Sport	<input type="checkbox"/>	Arts & Culture	<input type="checkbox"/>	Recreation	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Events	<input type="checkbox"/>	Council Grant	<input type="checkbox"/>

Amount of Funds Requested:  \$ \_\_\_\_\_ In-Kind Facility Grant:

Timeframe of initiative: From: \_\_\_\_\_ To: \_\_\_\_\_

Please describe the initiative for which you are requesting funding.

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## APPLICANT SIGNATURE

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ② DETAILED REPORT FOR COMMUNITY RECREATION AND CULTURE GRANT APPLICANT

Applicant:

Organization Name:

1. List and **briefly describe** your organization's **regular** program activities. Please indicate the number of participants and/or audience numbers. Also list the associated costs of the program/event.
  
2. List and **briefly describe** any **special projects** your organization undertook in the last twelve months and indicate the number of participants.
  
3. If your request is for support of a fund-raising event, please list the recipient(s) of any event proceeds and projected amount:
  
4. Did your organization receive any Town of Collingwood financial assistance or in-kind in the last two (2) years?  
 Yes    Amount Received \$ \_\_\_\_\_ 2010    Amount Received \$ \_\_\_\_\_ 2011  
 No  
If you selected **Yes** please indicate how funding was used.
  
5. Did you receive financial assistance from sources other than the municipality last year?  
 Yes    No    If Yes, please fill in the following:  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_
  
6. Are you requesting funding in 2012 from other sources than the municipality?  
 Yes    No    If Yes, please fill in the following:  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

### ③ BUDGET FOR INITIATIVE FOR WHICH YOU ARE REQUESTING FUNDING IN 2012

Applicant:

Organization Name:

Please list below a detailed budget for your upcoming initiative. The budget below must be for the actual initiative that is being applied for, not the organization's operating budget. The budget should detail revenues by source and the expenses by category, and should indicate levels of funding from private and public sectors, including cash and in-kind contributions. Please indicate if cash contributions are pending or confirmed. The value of in-kind contributions must be balanced by equivalent expenses.

BUDGET FOR THE INITIATIVE			
PROJECTED REVENUE		PROJECTED EXPENDITURES	
Subscriptions		Salaries	
Admissions		Production / Exhibition	
Service Fees		Office / Administration	
Memberships		Marketing / Publicity	
Workshops		Equipment	
Bar / Food / Concessions / etc		Transportation	
Endowment/ Bank Interest		Supplies	
Fundraising & Donations		Rentals	
Sponsorship		Other	
In-Kind sources			
Private Foundation Grants			
Other Government Grants			
Other (Specify)			
<b>Town of Collingwood Requested Community Recreation &amp; Culture Grant</b>			
<b>TOTAL REVENUE \$</b>		<b>TOTAL EXPENDITURES</b>	

NOTES

## ④ DEVELOPMENT PLAN

Applicant:

Organization Name:

Please provide details of the following:

- Proposed enhancements in programming, activities and or services
- Outcomes you will achieve with this initiative
- Target audience
- Timelines
- How you will monitor project plan and report results of your initiative



