



## Town of Collingwood Community Recreation and Culture Grants (CRCG)

### Introduction

The purpose of Community Recreation and Culture Grants are to assist Collingwood-based, not-for-profit, charitable, or volunteer-based organizations or groups in supporting the community by providing opportunities for all persons to participate in arts, culture, recreation, sport and health and well-being activities.

There are two types of Community Recreation and Culture grants available – financial and in-kind.

If seeking both an In-Kind Facility Grant and a Financial Grant for the same project, then one combined application may be submitted.

Applications for financial amounts, \$1500 and \$5000, will not be accepted. You must choose one dollar amount or the other, not both.

### Financial Grant

Financial Community Recreation and Culture Grants are available to applicants who present:

1. A clearly defined project with outcomes that further their organization's or group's goals.
2. A project that aligns with the CRCG applicant and program eligibility as well as the grant criteria.
3. A completed application in full, submitted before the grant deadline.

Applicants must select between two financial grant amounts. Unsuccessful applications for \$5000 **will not** be then considered for \$1500.

Grant allocation:

- \$1500
- \$5000

### In-Kind Facility Grants

In-Kind Facility Grants are available to applicants looking to have fees waived for the use of a Town facility. The maximum grant per eligible applicant is \$6000.

Applicants for In-Kind Facility Grants must present:

1. A clearly defined project with outcomes that further their organization's or group's goals.
2. A project that aligns with the CRCG applicant and program eligibility as well as the grant criteria.
3. A completed application in full, submitted before the grant deadline.
4. In-kind grant applicants must contact Customer Service Representative to book a hold on the facility they require and to determine the value of their In-Kind Facility Grant request by contacting 705-445-1030 ext 3382 or [service@collingwood.ca](mailto:service@collingwood.ca)

The Town will not provide chairs or tables for organizations or events unless they are already in the facility.

## **Applicant Eligibility Requirements**

Applicants must meet all of the following eligibility requirements:

- Collingwood-based, not-for-profit, charitable, or volunteer-based organizations
- Project supports the community by providing opportunities for all persons to participate in arts, culture, recreation, sport and health and well-being activities.

The degree to which applicants meet the requirements below will be weighed to form part of the evaluation:

- Meets Grant Criteria.
- Financially responsible and in good standing with the Town.
- Capable of initiating and managing the proposed project.
- Demonstrates that they are an inclusive and accessible organization that supports diversity and equity, in alignment with the Town of Collingwood Inclusivity Statement: The Town of Collingwood is committed to building an inclusive and accessible environment where all members of the community feel valued, respected, and supported. The CRCG program is committed to using public funds to support initiatives that treat all members of our community with dignity and fairness and in no way limit individual rights and activities.

Individuals, and Town of Collingwood municipally funded boards and committees are not eligible.

## **Project Eligibility Requirements**

For the purposes of the Community Recreation and Culture Grant program, projects are special events, programs or activities. Projects must meet all the following Eligibility Criteria:

- Open to the public
- Non-denominational in nature.

The degree to which the project meets the requirements below will be weighted to form part of the evaluation (Grant Allocation and Assessment):

- Meets Grant Criteria.
- Demonstrates inclusive and accessible programs or services that support diversity and equity, in alignment with the Town of Collingwood Inclusivity Statement: The Town of Collingwood is committed to building an inclusive and accessible environment where all members of the community feel valued, respected, and supported. The CRCG program is committed to using public funds to support initiatives that treat all members of our community with dignity and fairness and in no way limit individual rights and activities.
- Clearly defined and outlined project, program or activity
- Supports the growth of the applicant organization.
- Support from other funders as demonstrated in their budget (in-kind and/or financial)

Examples of items within your project that are eligible for a Financial Grant include:

- Supplies and equipment of a non-permanent nature
- Marketing
- Volunteer development and training
- Entertainment
- Rental of venues and equipment
- Food and refreshments (non-alcoholic)
- Professional service fees

Examples of items within your project that are **not** eligible for a Financial Grant include:

- Capital projects, bricks and mortar
- Salaries for staff
- Day to day operational expenses

## **Grant Criteria**

The applicant and the project must demonstrate clear and substantial alignment with at least one of the following Grant Criteria:

- Youth Involvement: Engages youth in behind-the-scenes opportunities and offers skill building roles to support and empower youth, (e.g. coaches, facilitators, guides, trainers).
- Learn to Programs: Offers hands-on opportunities to participate. Embraces a philosophy of active learning and doing rather than passive spectating, (e.g. workshops, try-it-out activities).
- Local and Live Music: Promotes and features Collingwood's local music creators, (e.g. singer/songwriters, composers, producers, recording studios).
- Cultural Innovation: Is an imaginative, unique or transformative project, (e.g. uses the arts as a tool to drive social change, celebrate diversity or build a sense of community).
- Collaboration: Fosters relationships and cooperation among different organizations and events, (e.g. links arts with fitness).
- Intergenerational Programs: Encourages all ages to participate and learn together, (e.g. grandparents with grandchildren)
- Active Aging: Fosters health & well-being throughout life and in particular those facing barriers to healthy living, (e.g. movement for injury prevention).

## **Grant Assessment and Evaluation**

In-Kind Facility Grant requests are evaluated by staff. Financial Grant requests are evaluated by a team of community volunteers who are specifically assembled for the CRC Grant evaluation process.

Grants are awarded by cheque (mailed) or by Electronic Fund Transfer. Recipients who have an outstanding Post Grant Report will not be issued any CRC Grant funds until outstanding post grant reports are received and approved.

Payment is issued to the Applicant Organization or Group and will not be issued to another Organization or an individual.

## **Grant Assessment**

Projects and applicants that satisfy the following factors are considered a higher priority for funding. Each factor is scored and then weighted to reflect the CRC Grant priorities.

1. Project has support from other funders and partners and utilizes partnerships to strengthen the project, reach new audiences, add value, and expand capacity.
2. Applicant and project meet a recognized need in the community and demonstrate clear and substantial support for one of the Grant Criteria.
3. Applicant shows strong financial and organizational stability.
4. Applicant and project support inclusive public participation. This includes promoting access for all regardless of age, income level, culture, gender, ability and treating all members of the community with dignity and fairness.
5. Applicant is capable of initiating and managing the Project.
6. Project supports the growth and sustainability of the organization.

The goal of the CRC Grant program is to provide grants where they are most needed, therefore you may be asked to provide additional information, including your organization's financial overview.

## **Post Grant Report and Other Considerations**

A Post Grant Report is required within 60 days following the conclusion of the project for which a Community Recreation and Culture Grant was received. Groups receiving grants are asked to recognize the Town's contribution. Special events taking place on municipal property require a Special Event Permit.

## **Application Process**

1. Review Applicant and Project Eligibility Requirements and Grant Criteria.
2. Determine if your project is best suited for a Financial Grant or an In-Kind Facility Grant request.
3. Complete your Project budget. If you are applying for an In-Kind Facility Grant, contact a Customer Service Representative to book a hold on the Facility required and determine the value of your request. 705-445-1030 ext 3382 or [service@collingwood.ca](mailto:service@collingwood.ca)
4. Prepare and complete your application in full.

## **Required Application Supporting Documents**

The following document attachments should be prepared prior to starting your application:

1. A complete list of your organization's Coordinating Committee or Board of Directors, including names, position title (where applicable) and contact email addresses.
2. Two (2) letters/emails from other funders, sponsors or community partners that describes their support for the project for which you are seeking funding. Note: we are not looking for letters from participants, attendees or audience members.
3. Project budget using the provided excel template.

Preferred format for Support Documents are pdf, doc, docx, and xls. If you require assistance in completing your application, please contact [grants@collingwood.ca](mailto:grants@collingwood.ca).