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## Application Form

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# Community Recreation and Culture Grant Program

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**Deadline to apply:  
Friday November 2, 2018  
4:00 p.m.**

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### PROCESS

1. Applicants must contact PRC to discuss their initiative before submitting an application. Call 705-444-2500 or email [crcg@collingwood.ca](mailto:crcg@collingwood.ca).
2. Applications must be complete and received by e-mail ([crcg@collingwood.ca](mailto:crcg@collingwood.ca)) prior to the deadline. Application deadline is Friday November 2, 2018 4:00 p.m.
3. Eligible applications are reviewed by a Grant Review Team and applicants are required to attend an interview between November 19 and November 30, 2018.
4. Recommendations for CRCG funding are reviewed by Council during 2019 Council Budget deliberations.



## CRCG PROGRAM

The Community Recreation & Culture Grant Program (CRCG) is administered by the Town of Collingwood through the Parks, Recreation & Culture (PRC) Department. The CRCG program is based on the PRC mandate below:

### PRC MANDATE

***To enhance quality of life and promote healthy living in Collingwood, by providing access to recreational, cultural and active living opportunities.***

In 2019, the CRCG Program prioritizes support for:

- Youth (18 years and younger) participation and engagement in recreation and the arts
- The reduction or elimination of financial barriers for participation in recreation, sport or arts activities
- Initiatives that take place at the Collingwood Waterfront.

### ELIGIBILITY

CRCG funds are available to not-for-profit, charitable or volunteer-based organizations, groups, events or programs that are active in Collingwood and primarily serve the community of Collingwood.

Applicants must be in good standing with all previous CRCG program requirements, including the submission of CRCG reports. (A final report is due within 60 days of the event.)

The CRCG Program will consider funding for:

- New projects or initiatives
- Ongoing or returning initiatives that foster community engagement
- Programs of established organizations that have a demonstrated history and capacity to achieve the PRC mandate

### INELIGIBLE

CRCG funds are not available to Boards or Committees of Council and the Town of Collingwood or programs that are not open to the public.

The CRCG Program will not consider funding for:

- Incomplete applications

### EVALUATION CRITERIA

Grant Review Teams comprised of staff and volunteer community members evaluate each application based on, but not limited to the extent to which applicants:

- support the mandate of the PRC Department and the CRCG program priorities
- promote collaboration and partnerships
- Show support (for the event or activity for which you are seeking funding), from other sources. Examples include membership fees, earned revenue, sponsorship or donations.



Applicants must attend an informal 30 minute interview with a Grant Review Team. A minimum of two representatives are required to attend including a Board member.

## AVAILABLE FUNDING

Applicants may request a maximum of \$5000 per application. Note that requests of this amount must be substantiated and satisfy all aspects of the grant priorities.

The Town reserves the right to determine the amount of funding for each project. Even if your funding application is approved, you may not get the full amount requested. In determining funding amounts, impact on the overall budgetary envelope for the CRCG program is considered. CRCG recommendations are approved by Council and allocated in 2019.

While the CRCG program can support up to 100% of eligible expenses, applicants must demonstrate other funding sources such as cash, in-kind, sponsorships and partnerships. The level of cash or in-kind support from other sources will be taken into consideration during the assessment process.

## APPLICATION OVERVIEW

### ORGANIZATIONAL INFORMATION

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

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

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

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

Organization Contact Person (***note: applicant must have a bank account in the name of the organization***):

\_\_\_\_\_

Organization Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Alternate Phone: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

### GRANT PROGRAM

Is your organization, project or event a charitable, not-for-profit, or volunteer-based group or organization whose initiative aligns with the PRC Department mandate? YES  NO

If registered, charitable #: \_\_\_\_\_



A list of Board of Directors/Organizing Committee.

**GRANT AMOUNT**

Amount of funds requested: \$\_\_\_\_\_

**SUMMARY OF INITIATIVE**

Give a brief description of the initiative for which you are applying, maximum two (2) sentences. If grant is approved, this description may be used for the announcement purposes.

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

Location of initiative: \_\_\_\_\_

**DETAILED REPORT**

1. List and **briefly describe** your organization's **regular** program activities.



2. **Describe** the project or initiative for which you are requesting funding. Include **how it aligns** with a) to enhance quality of life and promote healthy living in Collingwood, by providing access to recreational, cultural and active living opportunities b) grant priorities (outlined on page 2)

3. Indicate number of participants anticipated and identify your target audience (i.e. youth, adults, seniors, etc.)



4. List project partners and describe their roles.

Project Partner	Role

5. Describe the other sources of funds obtained for this initiative. Indicate the amount and source. This may include memberships, earned revenue, support from private sector and other levels of government.

Other sources of funding	Amount



# PROJECT BUDGET

Complete a detailed budget for the project for which you are requesting funds (not the organization's operating budget). List all cash contributions that are pending in the *notes* section below.

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

\* The value of in-kind contributions must be balanced by equivalent expenses. Indicate which expenses are being contributed in-kind.

**NOTES:**



## APPLICANT CHECKLIST & SIGNATURE

Checklist:

- Meeting with Parks, Recreation & Culture representative
- All pages are complete. Do not submit additional materials. You are welcome to bring other pertinent information to the interview (i.e. event programs, brochures, posters, etc)
- A list of board of directors or organizing committee is included
- Budget information is included (Note: you may be asked to bring additional budgetary or financial information to the interview)
- Where applicable, completed all previous CRCG program requirements including post event grant final report

I have read and understood:

- All eligible CRCG applications require a scheduled interview. A minimum of two representatives will be required to attend the interview, including a Board Member of the organization or event.
- All successful applicants will be required to submit a final report.

### APPLICANT SIGNATURE

Electronic Signature

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Please type your first and last name

- I understand that checking this box constitutes my signature.

To submit this form click here. \_\_\_\_\_

