
In-Kind Facility Grant Program

Town of Collingwood

**Applications will be
processed upon receipt in
accordance with established
policy**

2019 APPLICATION FORM

Applications will be accepted by mail, e-mail or in person at the Centennial Aquatic Centre, 451 Third Street. Mailing address: PO Box 157, Collingwood, ON L9Y 3Z5 Email: grants@collingwood.ca. Applications will be date stamped when received.



In-Kind Facility Grant Application

POLICY STATEMENT

The Town of Collingwood offers in-kind (non cash) facility grants to groups and organizations providing a special event* to the general public, intended for the common good of Collingwood residents.

PURPOSE

Provide a process by which community groups** may request the waiving of facility rental fees for not for profit or charitable events where;

- Projects raise funds for expanded community programs and services
- Events are organized for the benefit of the community at large

ELIGIBILITY

*For the purpose of the Parks, Recreation and Culture Department, a special event will be defined as a one-time or infrequently occurring event outside normal programs or activities of the organizing body and/or host facility.

**Applicants must be charitable, not-for-profit, or volunteer-based groups or organizations or be applying to host a not-for-profit or charitable event. Please note that schools are not eligible based on item (g) listed below.

- a) Events owned and organized by the Town of Collingwood are not subject to municipal rental fees and therefore are not eligible nor have need to apply for an in-kind grant.
- b) Applicants must be able to supply event budget information.
- c) Applicants must supply a list of Board of Directors/Organizing Committee, including addresses.
- d) The event must be located in Collingwood.
- e) The event must be open to the general public.
- f) The event shall have no fee or a nominal fee unless their intent is to raise funds which will be reinvested to benefit the citizens of Collingwood.
- g) The event must align with core municipal responsibilities and does not fall under the primary mandate of other levels of government services such as; health care, social services, housing, training and education.
- h) The event must not be precluded by the Municipal Act, i.e. religious services.
- i) The event shall not promote hatred or derision of any group and shall not discriminate on any grounds covered by the Ontario Human Rights Code.
- j) The organization or group must not be in arrears and/or litigation with the Town of Collingwood.
- k) Returning applicants must have successfully fulfilled all the requirements of their past funding application(s).

In-Kind Facility Grant Application

EVALUATION

All eligible applications to the In-Kind Grant Program will be reviewed by Parks, Recreation and Culture (PRC) Department.

The evaluation of applications is based on, but not limited to, the following criteria:

- Completeness and clarity of application
- Demonstration of responsible financial management
- Event's positive impact on, or benefit, to Collingwood (contributes to quality of life, community engagement, and community development)
- New or expanded opportunities for local residents to participate in community programs and services
- Extent to which funds raised will be reinvested to benefit the citizens of Collingwood
- Event's reach and impact – extent to which the event is open to the general public (as participant vs. spectator, multiple demographics engaged)

PROCESS

1. Applications forms are available online at www.collingwood.ca in PDF/FORM format or in hard copy at the Centennial Aquatic Centre, 451 Third Street, Collingwood.
2. Completed applications will be accepted by mail, e-mail or in person at the Centennial Aquatic Centre. Email: grants@collingwood.ca. Applications will be date stamped when received.
3. Requests for support can be submitted at any time throughout the year however, once the upper dollar limit for in-kind requests has been reached, no further support will be available. Therefore it is recommended that it is in the applicants' best interest to apply early January 2019.
4. Successful applicants will be required to complete appropriate application to obtain a Special Event Permit and Municipal Facility Rental contract. **Deadline to submit for a permit is 60 days prior to event. In-Kind funding may only be obtained by completing all requirements to obtain permit.**

NOTES

- The 2019 In-Kind Facility Grant Budget is pending Council approval.
- The In-Kind Facility Grants are intended to cover rental and staff costs for basic facility set-up only. Additional services beyond a basic set-up are to be paid for by the renter.
- The In-Kind Facility Grants are not intended to fund regional tourism initiatives.
- Qualifying applications and organizations meeting the criteria may not automatically receive a grant.

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① APPLICATION OVERVIEW

ORGANIZATIONAL INFORMATION

Organization Name: _____

Organization Address: _____

City/Town: _____ Postal Code: _____

Website: _____

Organization Contact: _____

Organization Contact Phone: _____ Email: _____

Alternate Contact: _____

Alternate Phone: _____ Alternate Email: _____

GRANT PROGRAM

Is your organization a charitable, not-for-profit, or volunteer-based group? YES NO

Is your organization applying to host a not-for-profit or charitable event? YES NO

If registered, charitable #: _____

A list of Board of Directors/Organizing Committee, including addresses, is attached.

FUNDING CATEGORIES

For what type of initiative are you seeking funding?

Special event

Fundraiser

Other _____

Amount of in-kind funds requested: (see page 8 for list of fees and services)

\$ _____

SUMMARY OF INITIATIVE

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

Timeframe of event: From: _____ To: _____



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② DETAILED REPORT FOR IN-KIND FACILITY GRANT APPLICANT

1. **Describe** in detail the event for which you are requesting funding. **Include** how it will positively impact or benefit the Town of Collingwood and its residents.



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2. Indicate the anticipated number of participants and/or audience members and identify your target audience (i.e. youth, adults, seniors, etc.)

3. List any associated costs to participate.

4. If your request for support is for a fund-raising event, please list the recipient(s) of any proceeds and the projected amount:



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5. Are you requesting funding for this initiative from sources other than the Town of Collingwood? (e.g. other levels of Government, service clubs, private sector, etc.)

Yes No

a. If yes, please indicate projected amount and source. Include in-kind sources as well.

6. Describe how your organization, through this special event, will provide opportunities for local residents to participate in community programs and services.



IN-KIND FACILITY GRANT PROGRAM

③ PRC RENTAL FEES OVERVIEW

MUNICIPAL PROPERTY	COST	MUNICIPAL PROPERTY	COST
Municipal Community Parks: Central Park Friendship Gardens Harbourlands Park Harbourview Park Heritage Park Old Village Park (Legion) Sunset Point Park	Partial Park \$196.27/day Partial day \$20.00/hr	Soccer Pitches	Full size soccer pitch \$16.48/hr Line (each) \$42.75 Lights \$7.75/hr Other field sizes pricing available at PRC office
Millennium Park	Full Park \$819.55/day		
The Station Waterfront Amphitheatre	Per Hour \$25.00 Half Day \$85.00 Full Day \$200.00 Hydro \$7.75/hr	Eddie Bush Arena Concrete Floor (April – September)	\$76.25/hr \$925.00/day
Eddie Bush Arena & Central Park Arena	Prime Time \$163.14/hr Non Prime \$102.30/hr	Curling Club Concrete Pad (April – October)	Set up/Tear Down \$22.75/hr Event \$76.25/hr
Eddie Bush Hall of Fame & Central Park Mezzanine Room	\$125.00 / Day \$25/hr	Baseball Diamonds	\$20.09/hr Line & Drag \$15.97(each) Lights \$7.75/hr
Central Park Outdoor Arena	Winter \$104.86/hour Summer \$20.00/hr Lights \$7.75/hr	Sunset Point Pavilion	\$25.00/hr
Arboretum	\$20.00/hr	Tennis Courts & Multi-Use Court	\$16.50/hr Full day \$81.35/day
Skate Park	Partial day \$15.50/hr	Municipal Parking Lot	T.B.D
Trail Areas	\$20.00/hr		
Centennial Aquatic Centre	Basic max. 25 people \$82.00/hr Non-Profit Youth max. 25 people \$41.00/hr Additional lifeguard \$25/hr		
Recreation Facilities Meeting Rooms	Base Room Rental \$30/hr Non-Profit Organization \$20/hr		
MUNICIPAL EQUIPMENT	COST	MUNICIPAL EQUIPMENT	COST
Tables – 8’ Brown Plastic	\$9.00ea	Chairs – Brown Plastic	\$2.75 ea
Garbage Pails	\$3.25ea	Chairs – White Folding	\$3.00ea For indoor facility use only

RENTAL FEES

Rental fees are dependent on location, time of use, and degree of public access among other factors. Rental fees listed above do not include applicable taxes. A **minimum \$30.00** delivery fee will be charged to each equipment rental. Full list of Municipal Service Fees may be obtained from www.collingwood.ca or 3rd Floor, Municipal Offices, 55 Ste. Marie Street.



IN-KIND FACILITY GRANT PROGRAM



**TOWN OF COLLINGWOOD
PARKS, RECREATION AND CULTURE DIVISION**

FACILITY/PARK RENTAL REQUEST FORM 2019

Full Name of Organization (if applicable): _____

of anticipated Participants: _____

Activity: _____

Participants: (Circle)

Adults Teens Children Male Female Co-Ed

	1 st Contact	2 nd Contact
Name		
Address		
City		
Postal Code		
Home #		
Business #		
Email Address		

Invoices to be mailed to: (Circle) 1st Contact 2nd Contact

Facility (PLEASE LIST ALL REQUIRED SPACES)	Date Required	Set up time	Event Start Time	Event End Time	Tear Down Time

Equipment	Date Required	Delivery Date	Pick Up Date	Quantity
TABLES				
CHAIRS (BROWN)				
CHAIRS (WHITE FOLDING)				
GARBAGE CANS				
RECYCLING CANS				

**** Please note this request approval is subject to availability and associated application approvals**



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③ BUDGET FOR EVENT FOR WHICH YOU ARE REQUESTING FUNDING IN 2019

Please complete a detailed budget for the event for which you are applying for funds (not the organization’s operating budget). Please list in the notes section any cash contributions that are pending. **The value of in-kind contributions must be balanced by equivalent expenses, indicate which expenses are being contributed in-kind.**

BUDGET FOR THE INITIATIVE			
PROJECTED REVENUE			PROJECTED EXPENDITURES
Admissions / Tickets			Salaries
Memberships			Production / Exhibition
Workshops			Office / Administration
Bar / Food / Concessions / etc			Marketing / Publicity
Fundraising & Donations			Equipment
Sponsorship			Transportation
In-Kind sources			Supplies
			Rentals
			Town of Collingwood Requested In-Kind Facility Grant Amount
Other (Specify in space provided)			
			Other (Specify in space provided)
Town of Collingwood Requested In-Kind Facility Grant Amount			
TOTAL REVENUE			TOTAL EXPENDITURES

NOTES: use space provided for any special notes or comments regarding budget



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4 APPLICANT CHECKLIST & SIGNATURE

Checklist:

- All pages are properly completed
- A list of board of directors or organizing committee, including addresses, is attached
- Where applicable, we have completed all previous grant program requirements

I have read and understood:

- All special events proposed to occur on municipal property must be licensed with a Town of Collingwood Special Event Permit.
- Application for an In-Kind Facility Grant does not constitute application for a special event permit. Special event permits must be applied for independently of the Grant process.
- Receipt of an In-Kind Facility Grant does not grant, confirm, or guarantee the receipt of a special event permit. All funding is dependent on the receipt of all applicable permits and documentation.
- Amendments to the requested facility and/or equipment rental request may be permitted subject to availability, and provided that the changes are minimal in nature and received no later than 7 days prior to the proposed event.

APPLICANT SIGNATURE

Please sign and date to acknowledge you have submitted a complete application.

Applicant Signature: _____ Date: _____

