



NOTICE

Clarington Municipal Grant Application, 2008

The Municipality of Clarington has in the past provided the opportunity for community groups and organizations that provide direct services or programs to residents of the municipality, to apply for financial assistance.

Enclosed are your 2008 Municipal Grant Policy and Application Form which outlines the objective, criteria, categories and the funding formula. The application and policy have been revised since last year. Please review this document prior to completing your application form.

Any questions may be directed to:

Skip Crosby
Community Service Coordinator
(905) 623-5728

All applications must be completed fully to be considered for funding.

Completed grant applications should be submitted to:

Municipal Administrative Centre
Community Services Department
40 Temperance Street
Bowmanville, Ontario
L1C 3A6

Deadline for submissions is January 4, 2008.

There can be no guarantee that incomplete applications or applications received after the deadline will be considered for funding.



APPLICATION FOR MUNICIPAL GRANT

FILE # _____

SUBMIT ORIGINAL TO:
MUNICIPALITY OF CLARINGTON
COMMUNITY SERVICES DEPARTMENT
40 TEMPERANCE STREET
BOWMANVILLE, ONTARIO
L1C 3A6

PLEASE PRINT/TYPE

SUBMISSION DEADLINE: January 4, 2008

PLEASE COMPLETE ALL AREAS

1. Name of Organization/Association:

NAME TELEPHONE

STREET ADDRESS/POST OFFICE BOX

TOWN PROVINCE POSTAL CODE

2. Executive List: (Attachment required)

3. Contact Person for this Application:

NAME/POSITION HOME # _____ WORK # _____

4. What year was your Organization formed? _____

5. Is your Organization based within the Municipality of Clarington or the Region of Durham

6. Total program or association membership in you organization ___% Clarington Residents _____

7. Is your Organization Incorporated as non-profit? YES NO If yes, when? _____
(dd/mm/yy)

8. Please include a copy of your Constitution or Mission Statement or a Statement of Purpose: (Attachment Required)

9. List the programs/services provided by your Organization that benefit Clarington residents.

10. Amount Requested \$ _____

11. Describe how the programs/services provided by your Organization would be impacted if your application is not approved or is not approved in total.

12. Have you made a previous request for a Municipal Grant to the Municipality of Clarington?

YES _____ NO _____

If YES, please complete the following:

YEAR REQUESTED	AMOUNT REQUESTED	AMOUNT RECEIVED

13. Have you received funding from any other agency or organization in the last three years?

YES _____ NO _____

If YES, please complete the following:

YEAR REQUESTED	AGENCY/ORGANIZATION	AMOUNT RECEIVED

14. CATEGORY: (Circle One) Recreational Civic Social Hall Board/Comm. Centre

15. Budget Information:

The following budget information must be included in order to have the application considered for funding. Please summarize your budget information on the form provided.

- a. Year end financial statement 2006 including any investments
- b. Year to date financial statement for 2007 including any investments
- c. Budget for 2008

BUDGET INFORMATION

REVENUE SOURCE	2006	2007	2008
GRANTS – FED/PROV			
MUNICIPAL GRANT			
MEMBERSHIPS			
REGISTRATIONS			
FUNDRAISING			
INVESTMENT INCOME			
OTHER (SPECIFY)			
LAST YEAR SURPLUS/DEFICIT			
TOTAL REVENUE			

EXPENDITURES	2006	2007	2008
SALARIES – FULL TIME			
SALARIES – PART TIME			
FACILITY RENTAL			
OFFICE SUPPLIES			
TELEPHONE			
ADVERTISING			
MAINTENANCE			
OTHER (SPECIFY)			
OTHER (SPECIFY)			
TOTAL EXPENSES			

SURPLUS (DEFICIT)	2006	2007	2008

The onus will be on the applicant to justify:

- any increase over the previous year's request
- any surplus of revenue over expenses

Declaration and Acceptance of Conditions

1. In the event that the funds allocated are not used for the services, event or project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the Municipality.
2. If there are any changes in the funding of the services, event or project from that contemplated in the application, the Municipality will be notified of such changes through the Community Services Department.
3. The applicant will make or continue to make attempts to secure funding from other sources.
4. The applicant will keep proper books of accounts of all receipts and expenditures, relating to the services, event or project described in the application.
5. The applicant will retain and make available for inspection by the Municipality or its auditors all records and books of accounts of the Organization upon request from the Municipality, (which may be made within two years of the grant award).
6. If the services, event or program proposed in the applicant's application are not commenced, or are not completed and there remain municipal funds on hand, or if the services, event or project are completed without requiring the full use of the municipal funds, such funds will be returned to the Municipality.
7. The applicant agrees that the services, event or project shall not be represented as a Municipal service, event or program, and that the applicant does not have the authority to hold itself out as an agency of the Municipality in any way, the only relationship being that the Municipality has approved and granted financial assistance to the applicant.
8. The applicant agrees to provide to the Municipality a year end summary confirming the financial assistance provided by the Municipality was used for the services, event or project as described in their application. Failure to provide such documentation will rule them ineligible for further financial assistance under this program.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and is endorsed by the Organization, which we represent.

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

This application must be signed by two (2) Members of the Executive.

**MUNICIPALITY OF CLARINGTON
DEPARTMENT OF COMMUNITY SERVICES**

MUNICIPAL GRANT POLICY

Revised September 17, 2007

OBJECTIVE:

The Municipality of Clarington acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations.

The Municipality wishes to support local community organizations without eroding their strength and independence and as such encourages them to work towards financial self sufficiency. Applicants are further encouraged to pursue other opportunities for financial support.

The Municipal Grant program provides financial assistance to those qualified organizations which provide direct services, events or programs to the benefit of the residents of Clarington.

CRITERIA:

- 1) Organizations requesting financial assistance must be based within the Municipality of Clarington or the Region of Durham.
- 2) Regionally based organizations must provide details demonstrating how their service directly benefits the residents of Clarington.
- 3) Organizations must be volunteer based, or operate as not for profit.
- 4) Funding applications will be considered for operational expenses. Capital requests may be considered as a one-time grant only (excluding Hall Boards/Community Centres).
- 5) Organizations that receive any form of other funding from the Municipality of Clarington are not eligible to apply.
- 6) Applications for funding through the Municipal Grant Process must not exceed \$5,000.00.
- 7) Applications requesting in excess of \$5,000.00 will be referred directly to the budget process to be dealt with on an individual basis external to the Grant Process.
- 8) Late applications or requests received subsequent to the current year's municipal budget approval will be referred to Council for consideration, pending the availability of funds.
- 9) Organizations that provide services or programs that are the responsibility of another level of government are not eligible to apply.
- 10) Organizations with a political mandate, such as citizen Ratepayers Associations, are not eligible to apply.
- 11) Organizations not in good financial standing with the Municipality of Clarington are not eligible to apply.
- 12) Fundraising organizations or organizations that make charitable donations to other organizations are not eligible to apply.
- 13) Applications must be legible, completed in full, signed and include all required attachments. It is important that Council has all of the required information to make informed decisions on the allocation of grant funds

- 14) All successful applicants will be required to submit a year end accounting of all grant monies received to ensure that the funds were used for the intended purposes.

FUNDING CATEGORIES

a) Recreation/Leisure Services:

This category is defined as those organizations offering athletic or leisure opportunities not offered by the Municipality.

b) Civic:

This category is defined as those organizations providing events, or services promoting the Municipality of Clarington (i.e. Santa Clause Parade, Horticultural Societies, Historical Society etc.)

c) Social:

This category is defined as those organizations offering specific service (other than recreational/leisure) to residents of the Municipality of Clarington, which is not considered to be the responsibility of another level of government.

d) Hall Boards/Community Centres:

This category is defined as a Hall Board or Community Centre that operates and maintains a Municipally-owned facility. (Please note grants will be considered for operational expenses only. Capital requests must be referred to the appropriate municipal representative for consideration during annual budget deliberations.)

MUNICIPAL GRANT FUNDING FORMULA

To consider all eligible grants, the Municipality of Clarington will provide a funding formula of \$1.00 per capita annually.

All unallocated funds will remain in the unallocated grant account for un-anticipated requests received during the current year.

PUBLIC NOTICE

The Municipality of Clarington will provide public notice of the Municipal Grant Program twice each year through local newspapers.