



NOTICE

2012 Clarington Community Grant Application

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 is your 2012 Community Grant Policy and Application Form which outlines the objective, criteria, categories and the funding formula.

The Community Grant Application can also be completed on line and submitted directly to grants@clarington.net. I encourage you to take advantage of this option. You require Adobe Acrobat (available at <http://get.adobe.com/reader/>)

1. Go to www.clarington.net
2. On the front page of the website, look for the "Popular Information" section and click on [Applications/Fees/Publications](#);
3. Scroll down to Community Services; and
4. Select/ Click on 2012 Community Grant Application.

Community Grant applications can also be printed and submitted to:

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

Any questions may be directed to:

Skip Crosby, Community Service Coordinator
scrosby@clarington.net
(905) 623-5728

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

Deadline for submissions is January 16, 2012

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

COMMUNITY GRANT POLICY

1. PURPOSE:

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. Community Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self sufficiency. The Community Grant program provides financial assistance to not-for-profit, volunteer community organizations to provide direct programs, events or services to the benefit of the residents of Clarington.

This policy establishes eligibility requirements and the application process. Applicants are further encouraged to pursue other opportunities for financial support.

2. ELIGIBILITY CRITERIA:

The following may be eligible to apply to the Community Grant Program:

- Not-for-profit or volunteer based organizations within the Municipality of Clarington or the Region of Durham delivering programs, events or services to the residents of Clarington. Regionally based organizations must provide details demonstrating how their service will directly benefit the residents of Clarington.
- Organizations with a duly elected executive and a demonstrated process to ensure regular and timely elections for executive positions.
- Organizations which are governed by their own approved constitution, mission statement, or statement of purpose
- Successful applicants may be required to submit a year end accounting of all grant dollars received from the Municipality.

3. INTENT OF COMMUNITY GRANT:

Community Grants may be provided to eligible applicants as defined above to fund:

- General operating and capital expenses (with the exception of Hall Boards who may only apply for general operating) up to a \$5,000 maximum
- Programs, events or services which generally occur within municipal boundaries which benefit the residents of Clarington; or
- Programs, events or services which address a community need or contribute to the positive image of the municipality

The Community Grant Program does not provide funding:

- In excess of \$5,000
- To organizations with a political mandate, such as citizen ratepayers associations
- To individuals
- To organizations that provide services or programs that are the responsibility of another level of government
- To organizations not in good financial standing with the Municipality of Clarington
- To organizations that make donations; or
- For debt repayment

4. FUNDING CATEGORIES:

1) Recreation/Leisure

- is defined as those organizations offering athletic or leisure opportunities not offered by the Municipality

2) Civic

- is defined as those organizations providing events or services promoting the Municipality of Clarington which could be expected to bring economic and/or public relations benefit to the Municipality

3) Social

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

4) Boards of Council and Hall Boards

- is defined as a group of individuals appointed by Council who manage and maintain a municipally owned facility

(Please note; grants to Boards of Council and Hall Boards will be considered for operational expenses only. Capital requests must be referred to the appropriate municipal representative for consideration during the annual municipal budget process)

5. COMMUNITY GRANT PROCESS:

- 1) All requests for funding must be accompanied by a fully completed “Community Grant Application” and must be forwarded to the Community Services Department.
- 2) Applications must be legible, completed in full, signed and include all required documentation
- 3) Applications are available from the Municipality of Clarington website, www.clarington.net or from the Municipal Administrative Centre, as of November 15th each year.
- 4) Submission deadline for completed applications is the third Monday in January each year. Late submissions will be accepted pending the availability of funds.
- 5) Successful applicants will be required to acknowledge the Municipality of Clarington in all advertising and promotion related to the programs, events or services for which the Community Grant was approved.

Applicants are encouraged to complete the Community Grant Application online and submit directly to grants@clarington.net.

Applications may also be submitted to:
Municipal Administrative Centre
Community Services Department
40 Temperance Street
Bowmanville, Ontario
L1C 3A6

All inquiries may be directed to:
Skip Crosby
Community Service Coordinator
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(905) 623-5728



APPLICATION

PLEASE ANSWER ALL AREAS
Submission Deadline: January 16, 2012

Organization/Association

Name	Telephone
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Address

Municipality	Province	Postal code
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Contact Information

Name	Email	Telephone
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Organization Information

Please include a copy of your constitution/mission statement /or statement of purpose

Constitution already on file with the Municipality ? Yes

Please include current executive list.

What year was your organization formed? (dd/mm/yy)

Is your organization based within the Municipality of Clarington?

The Region of Durham?

What is the total program registration or association membership in your organization?

What percent are Clarington residents?

Is your Organization incorporated as non-profit?
When?

Category

(Check one from the list below)

Recreational

Civic

Social

Hall Board/Community Centre

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

Financial Assistance Requested

2012 Request *(insert dollar figure)*

2011 Receipt, if applicable *(insert dollar figure)*

Please describe how the requested funds will be spent. Successful organizations may be required to provide evidence that the funds were spent as described.

Certification

We certify that, to the best of our knowledge, the information provided in this Application for a Community Grant is accurate and complete, and endorsed by the organization which we represent.

Name	Position with Organization/Association	Date
Name	Position with Organization/Association	Date

COMMUNITY GRANT APPLICATION

Instructions for the Use of this Form

Part 1: Revenue

List all sources of revenue received:

- (a) Grants
Provincial, Federal, United Way, Lottery, etc. (*excluding grants from the Municipality of Clarington*)
- (b) Sale of Goods or Services
- (c) Membership/Registration Fees
- (d) Donations
- (e) Investment Income
- (f) Other Revenue
- (g) Previous Year's Surplus or (Deficit)

Part 2: Expenditures

Summarize and list operating expenditures by major object of expenditure classification for your organization's fiscal year (12 month operation) as follows:

- (a) Personnel Costs
Costs for regular full-time, part-time and overtime salaries as well as the cost for all benefits paid (Unemployment Insurance, Canada Pension Plan, Employer Health Tax, etc.).
- (b) Rent
Cost of office and/or program space (e.g. ice rental, sports field rental, gym rental etc.).
- (c) Office Supplies
Cost for office supplies, printing and reproduction, books, subscriptions, postage.
- (d) Building/Equipment Supplies
Cost for janitorial materials and supplies, paint, hardware and small tools, automobile parts and accessories, gas, oil and propane.
- (e) Program Supplies
Cost for supplies specifically related to delivery of the program which are not included in (b) or (c).
- (f) Professional Services
Advertising, communications, insurance, meals, travel, educational charges, consultant's fees and other services.
- (g) Maintenance and Repair
Maintenance and repair of buildings, vehicles and equipment.
- (h) Utilities
Heat, hydro, sewer and water.
- (i) Capital
Cost for acquisition of all items of equipment, furniture, land, buildings and major improvements.
- (j) Contributions and Financial Charges
Costs for contributions/donations made to others, interest and principal payments of debt, provision for reserves for future purchases, bank, collection charges, etc.
- (k) Other Expenses

Part 3

Enter your net (deficit) or surplus: (1) minus (2).

Part 4

Enter grants from the Municipality of Clarington.

Part 5

Enter your net (deficit) or surplus(including Municipal grant): (3) plus or minus (4).

COMMUNITY GRANT APPLICATION

Statement of Estimated Revenues & Expenditures (to nearest dollar)

Revenue	2010	2011	2012
	ACTUAL	FORECAST	BUDGET
(a) Grants (Please specify)			
(b) Sale of Goods or Services			
(c) Membership/Registration Fees			
(d) Donations			
(e) Investment Income			
(f) Other Revenue (Please specify)			
(g) Previous Year's (Deficit)/ Surplus			
Total Revenue			
Expenses	2010	2011	2012
	ACTUAL	FORECAST	BUDGET
(a) Personnel Costs			
(b) Rent			
(c) Office Supplies			
(d) Building /Equipment Supplies			
(e) Program Supplies			
(f) Professional Services			
(g) Maintenance & Repairs			
(h) Utilities			
(i) Capital Purchases (furniture, computer)			
(j) Contributions & Financial Charges			
(k) Other Expenses (Please specify)			
Total Expenses			
Net (Deficit)/Suplus BEFORE municipal grant			
MUNICIPAL GRANT AMOUNT			
Total Net (Deficit)/Surplus WITH municipal grant			

Prepared by: _____

Position with Organization: _____

Date Prepared: _____

**COMMUNITY GRANT APPLICATION – ORGANIZATION
Declaration and Acceptance of Conditions**

Organization Name:
Address:

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 act 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 acknowledges that they may be requested to provide the Municipality a year end summary to confirm that 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: _____
 Date: _____ Date: _____