

Township of Russell

Department of Parks and Recreation



Municipalité de
RUSSELL
Township

Community Grants & Contributions Program

1. What is the Community Grants and Contributions Program?

Community Grants and Contributions are available to non-profit community organizations, groups or associations for community projects and events targeting the Township of Russell residents, encouraging community cohesion as well as community building capacity.

Such projects and events may include Canada Day celebrations, winter carnivals, health fairs, career fairs, etc. and must take place within the Township of Russell boundaries. The global funds allocated through the Community Grants and Contributions are decided by Council annually during the municipal budget adoption period.

The Community Grant and Contributions Program is intended to provide a **modest level** of financial support and should not be considered as the main source of funding for the organization.

2. Who can apply?

A. Eligibility

The applicant's project or activity **must meet** the following criteria:

1. Provide evidence that there is an active Board of Directors or Steering Committee;
2. The organization must be based in the Township of Russell and the proposal must benefit Township residents;
3. The community projects and activities must **be accessible and inclusive** and fall within the mandate of the municipal guidelines.
4. Sponsoring organization must be **NON-PROFIT**, and willing to provide a copy of their incorporation Charter document if requested;
5. Sponsoring organization must operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
6. Sponsoring organization must agree to display the Township Banner during the project or activity indicating the Township as a corporate sponsor;
7. The organization must submit a recycling plan (Section E) to encourage recycling during their event;
8. New organizations may be considered for initial funding for costs related to start up.
9. **SPORTS ASSOCIATIONS:**
 - i. The Township will not fund any expenses for tournaments outside of municipal boundaries. All economic benefits should remain local.
 - ii. Local sports associations will be entitled to the upper room of the arena, free of charge **ONLY** during tournaments or fundraising for the association itself.
 - iii. Any other requests for the hall (banquet, Christmas party, etc.) will have to be paid by the association.
 - iv. Minor and adult sports associations (whether local or outside the boundaries of the Township) will not receive a grant for the rental of ball diamonds or ice time during tournaments.
10. **SCHOOLS:**
 - i. The Township will not fund any expenses for tournaments outside of municipal boundaries. All economic benefits should remain local.
 - ii. Schools, whether local or outside the boundaries of the Township, will not receive a grant for the rental of ball diamonds or ice time during tournaments.
 - iii. Subsidized or free of charge hall rentals for fundraising events for the school can be made using the application form found in this policy. All final decisions are at the discretion of Council.
 - iv. The amount of the school bursaries are at the discretion of Council during the budget process.

B. Ineligible

The Township **WILL NOT** fund:

1. For-profit organizations or businesses;
2. Organizations and/or activities of a political nature;
3. Organizations where the service component is conditional upon participation in the religious activities or the organization;
4. Regional, provincial and national events;
5. Travel expenses for teams to compete outside of the Township;
6. Les Organizations which provide honorariums to its Board Members;
7. Activities benefiting the organization members only.
8. Activities that will require for paid staff to attend and asking for their salaries to be covered.

3. Evaluating the proposals

Funding for community projects and events will be based on the following criteria:

A. Promote community participation

1. Develops partnerships and networks;
2. Provides the opportunity for citizens to participate in their community;
3. Demonstrates accessibility to all regardless of age, gender, origin, faith;
4. Involves a large number of organizers and volunteers;
5. Contributes to improving family and community supports;
6. Creates awareness to encourage an eco-friendly community.

B. Promote economic activity and demonstrate accountability

1. Generates revenues for local businesses;
2. Be recurrent (if possible) and warrants economic growth;
3. Demonstrates costs sharing and responsible financial and legal accountability;
4. Ensures that the funds received are used for the projects and activities requested.

C. Meet the Township's mandate

1. Have a positive impact on the community health, recreation, cultural and social needs;
2. Proposes measures to prevent long-term health issues along with social integration;
3. Provides a proactive approach to community needs, concerns and issues;
4. Eliminate barriers by raising awareness and advocating understanding and acceptance.

D. Viability

1. Goals, objectives and implementation are clearly defined and realistic;
2. Organization has a demonstrated track record and credibility;
3. Identifies anticipated outcome and results;
4. Does not duplicate services delivered locally by other organizations or by the Township.

4. Allocation process

A. Deadline:

The Township will accept applications throughout the year, but the allocation of funds will not be automatic since the majority of funds will already have been approved for applications submitted during the approval of the annual budget. Applications must be submitted at least thirty (30) days before the date of the project or activity.

All applications received will be reviewed before being presented to the Council to ensure that they meet all criteria.

The allocation of funds will be made one (1) month prior the start of your event. An email will be sent indicating whether the cheque was mailed or ready to be picked up at the reception as selected in Section B.

B. Cancellation:

In the event that your activity is cancelled and you received cash funding for such activity, a full refund must be made to the Township within 30 days of the cancellation.

C. Address:

Applications either by mail or in person are to be addressed to the following:

Parks and Recreation Department
Township of Russell
717 Notre-Dame St.
Embrun (Ontario) K0A 1W1

Or by fax at (613) 443-1042 to the attention of the Parks and Recreation Department.

5. Evaluation Report

Any organization receiving a grant, either in-kind or money, from the Township of Russell **MUST** complete the evaluation form and return it to us.

- When the allocation of funds is less than \$1,000, the evaluation form **must** be accompanied by copies of receipts (if applicable) within 30 days of the activity or the end of the event.
- When the allocation of funds is greater than \$1,000, the evaluation form **must** be accompanied by copies of receipts (if applicable) within 60 days of the activity or the end of the event.

Please note that only the organizations that have fulfilled all requirements and filled out the evaluation report shall be eligible for future applications.

The Township offers a community calendar on its website to promote activities.
Visit us at www.russell.ca/calendrier.php and select « submit your activity ».



APPENDIX « A »

Township of Russell

Grant application form

Please note:

1. Only applications that have been completed correctly and legibly will be accepted.
2. Within twenty-four (24) hours of Council's decision, we will contact you by email to notify you if your application has been approved or denied.
3. An official letter will be sent to you within four (4) weeks.

SECTION A – Contact information

Name of organization: _____

Mailing address : _____
(street) (P.O. box)

(town/village) (postal code)

Contact person and title: _____

Telephone number of contact person : _____ Email: _____

Telephone number of organization: _____ Fax: _____

SECTION B – Application summary

Name of project or activity: _____

Start date of project or activity: _____

End date of project or activity: _____

We are requesting: (check all that applies):

Free use of facilities** _____ \$

Funds for project or special event _____ \$

TOTAL amount requested _____ \$

Funds will be: sent by mail at the above address
 sent by mail at the following address: _____

 picked-up at the Township office

The amount requested must correspond exactly to the cost of the rental agreement of the township facility **before taxes. Call (613) 443-1386 to obtain a rental agreement and attach a copy with your application.

SECTION C – Event, activity or project

1. Describe your activity or project.

2. Identify your target group and where they reside.

Youth _____ Men Women Seniors All
(Age group)

Other (specify) _____
(Examples: disabled, minority, etc.)

Embrun Limoges Marionville Russell Township

Other (specify) _____

3. List all the community partners or businesses that are contributing or involved with your project or event.

4. If you are asking for an increase over last year's grant, please justify.

5. If your project or event generates profits, please explain how your organization intends to manage these revenues.

SECTION D – Projected budget

PROJECTED REVENUES	Funding	In-kind services
a) Governments:		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations / other grants (please include volunteers and services in-kind)	\$	\$
d) Attendance fee	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL PROJECTED REVENUES	\$	\$
PROJECTED EXPENSES	Expenses	In-kind services
a) Salaries and wages	\$	\$
b) Rental costs	\$	\$
c) Equipment and furnishings	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Advertising	\$	\$
g) Translation	\$	\$
h) Other (specify)		
i)	\$	\$
ii)	\$	\$
TOTAL PROJECTED EXPENSES	\$	\$
PROJECTED SURPLUS OR (DEFICIT)	\$	\$

SECTION E – Recycling Plan

The Township encourages each organization requesting funding from this program to provide a recycling plan to encourage a cleaner environment.

a) How do you intend to recycle during your event?

b) Please provide the names and numbers of the persons responsible for the recycling.

c) Do you have the necessary containers to organize the recycling?

Yes

No If you answered no and that the use of municipal containers is required, please identify your needs below. The Township may accommodate your request.

d) Will you require a special pick-up during your event?

Yes If you answered yes, please confirm below the date of pick-up.

No

Please be sure to check with the personnel responsible for your facility or park for the temporary storage of your recycled materials if and when necessary.

SECTION F – Signatures

NOTE: All information contained in the application is subject to the Freedom of Information and Privacy Act.

I hereby certify that all information provided in this application is as accurate as possible in all respects.

Signature of Executive Director or designate

Name
(please print)

Signature of President or designate

Name
(please print)

SECTION G – Checklist

The following documents **MUST** accompany your application for it to be deemed complete. Please check (✓) the boxes below to help you.

- Completed sections A through F of the application.
- List of Board of Directors or Steering Committee.
- Copies of rental contracts for Township facilities (if applicable to your application).
- Letters patent (only for first time applicants)
- Financial statements for the previous year for requests over \$1,000 only (note that without your financial statements your application will not be submitted to Council).

Note: After the revision of your application, a letter of reference or support (your letters must be signed by an authorized agent of the association or organization) or any other documents could be asked should we deem it necessary.

Please remember that missing documents will delay the approval of your application.

THANK YOU!