

Community Grants Program Application Form

Criteria

1. Applications are due on May 1, 2024, by 4:00pm. Exemptions at the discretion of Council.
2. Applications must be submitted via email to communitygrants@thamescentre.on.ca or a hard copy dropped off at the front desk of the Municipal Office at: Municipality of Thames Centre, 4305 Hamilton Road, Dorchester, ON N0L 1G3.
3. Preference will be given to applications which meet one or more priorities set out in the Thames Centre Strategic Plan. In addition, applications should demonstrate community support, efficient use of resources and sound business practices.
4. To be eligible, applicants must provide products/services to the residents of Thames Centre.
5. Limit of one application per organization.
6. Individuals are not eligible to apply.
7. Each application must demonstrate that:
 - a. This grant is not the primary source of funding for the project
 - b. Financial assistance is needed as other sources lack adequate funding
8. The applicant organization must spend the grant funding on the sole purpose for which it was awarded within the fiscal year for which it is awarded.
9. Applicants will be deemed ineligible from future grants if they fail to provide written confirmation of how and where the grant funds awarded in previous years were expended.
10. Grants in one year or over several years don't guarantee future funding commitments
11. Payment – Successful applicants will be paid in full, however grant recipients will need to provide written confirmation of how and where the grant funds were expended by end of the year. Failure to do so may eliminate them from future grant funding consideration.
12. The maximum allowable grant is \$10,000.00,
13. Applications for “in kind” non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval.
14. Successful grant recipients agree to acknowledge the support of the Municipality of Thames Centre in all printed material and through other promotional means.
15. The Municipality of Thames Centre should be informed if the project is delayed or changed substantially for any reason. In the event that the project does not go forward, the application will return those funds granted for the proposed project.

Organizational Information

Name of Organization: Dorchester Pet Fest

Mailing Address: PO Box 301, 256 North Street, Dorchester, ON, N0L 1G0

Contact Name: Nicole Ramsdale

Position: Executive Director and Event Organizer

Phone: [REDACTED]

Email: info@dorchesterpetfest.com

Business Registration Number or Registered Charity Number if applicable: 762709418RC0001

1. Provide a brief outline of your organization and indicate if it is incorporated as a non-profit organization:

Dorchester Pet Fest is an incorporated non-profit organization located in Dorchester. We began 3 years ago with the goal of bringing the community together and providing an opportunity for pet owners to meet and explore related businesses in the community. Our primary aim is to make Thames Centre and Ontario a safe place for pets.

2. What is the general objective/services of your organization:

Our objectives are to foster community by bringing pet owners and animal lovers together. We also foster the "support local" efforts by including local businesses as exhibitors at the event. Our main goal is to raise money to support Ontario animal rescue organizations and to help educate pet owners about responsible pet ownership.

3. How many volunteers participate in your program:

We have approximately 50 volunteers that help with our main festival.

4. In what geographic area does your organization provide their products and/or services:

Our festival takes place in Dorchester, and our main demographic is Thames Centre and Middlesex County. We do have attendees who travel from across Ontario and even Michigan, New York and other provinces to attend the festival.

5. Does your organization provide a service to:

- a) All citizens
- b) A specific group If so, specify: _____
- c) A specific area If so, specify: _____

Categories for Funding

(indicate dollar amounts for appropriate lines)

CATEGORY	AMOUNT
Capital/Equipment	\$ 0
Operating Costs (staffing, utilities, materials, etc.)	\$ 10000
Insurance	\$ 0
Other (Specify):	\$ 0
Other (Specify):	\$ 0
Other (Specify):	\$ 0
TOTAL REQUEST AMOUNT (not to exceed \$10,000)	\$ 10000

Include (attach) quotes wherever possible.

Details of Grant Request

1. For what specific purpose are the requested funds to be utilized?

The requested funds will be used to purchase fencing/barriers, spray paint, table cloths, signage, and to help pay for the entertainment expenses.

2. Does this application include any assistance other than financial? Explain. (ie. type and estimated hours of staff support, facilities to be used, dates, etc.)

While we are not requesting it in this application, we would be glad to accept volunteer support during the event if your staff is available. The festival runs from 10AM - 5PM on July 27 & 28, 2024.

3. Does your project meet one or more of the priorities set out in the Thames Centre Strategic Plan? Explain.

The festival attracts both local and non-local business owners and attendees who will be able to explore the area. We aim to create a community atmosphere with plenty of activities for pets and pet owners to participate in and learn about to support active living.

4. Briefly describe how your project benefits the community?

We have become a destination event for pet owners and people who love animals. This brings people to the community who may not have visited before allowing them to explore the area and businesses and who may become future community members.

5. Explain how you will make efficient use of resources and follow sound business practices.

The event is volunteer driven. This grant would help offset the operating costs to bring in vendors and the venue rental, etc. leaving more funds available to support the rescues.

6. Have you received funding from the Municipality in prior years? If so, please provide the amount per year.

No, we have not received funding from the Municipality in prior years.

7. Has your organization requested financial assistance in the last 12 months from any other government organization or grant funding opportunity in the last 12 months? If so, please list amounts received/approved.

Yes, we have. Visit Middlesex provided us with \$1000 last year through their grant program which was the maximum amount offered through the program.

8. What other steps are being taken to cover your costs?

We are reaching out to businesses to seek sponsorships and partnerships. Our exhibitors pay an exhibitor fee and attendees pay admission to attend. We are also trying to utilize donations and maintain previously purchased items to offset future expenses. We are planning smaller-scaled fundraisers to also help cover costs.

9. Will this program ever be self-sufficient?

Yes. The intention is that within the next 2 years we will be self-sufficient and that any future grant and sponsorship support will be used to expand the support we offer to animal rescue organizations or to enhance the festival.

Financial Information

1. Please attach a financial statement from your previous year for your organization. Financial statements are not required for requests under \$500. If your Organization is unable to provide financial statements, please contact the Director of Financial Services/Treasurer for more information (eschinbein@thamescentre.on.ca)

2. Please provide (attach) a letter of support from your Board or another donor/community partner to validate your company's financial stability.

Please see attached.

3. Please provide a project budget, including the following information.

a. Revenue Sources

ITEM	AMOUNT (\$)
Applicant Contribution	0
Grants	0
Donations	4000
Sponsorships	4000
Fundraising Efforts	2000
Other Sources	25000
Total Revenue	35000

b. Expenses

ITEM	AMOUNT (\$)
Advertising and Promotion	8000
Program Supplies	13500
Entertainment	9000
Administration	4500
Salaries and Wages	0
Facilities Rental	4000
Prizes and Awards	300
Other	8000
Total Expenses	47300



PO Box 301
256 North Street
Dorchester, ON N0L 1G0

30 April 2024

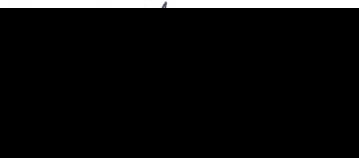
Dear Thames Centre Council,

We, the board of directors, are writing to you to confirm Dorchester Pet Fest is financially stable for the application being submitted to the Community Grants Program by the Municipality of Thames Centre.

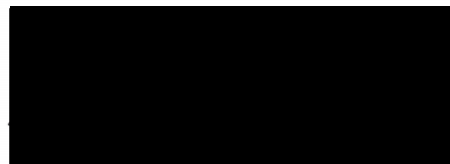
Dorchester Pet Fest was established from a desire to bring the community together, promote local businesses in the community, and to help raise funds for animal rescues. As a new non-profit organization, Dorchester Pet Fest is in the early stages of establishing financial partnerships and ongoing financial streams to support our mission and planned programs. Dorchester Pet Fest does not have any outstanding debt as costs are currently covered by our executive directors where revenue is not sufficient.

David Ramsdale, one of our Executive Directors, is the Vice President of Finance & Information Systems at Children's Health Foundation and so his insight and guidance is immeasurable. Our primary revenue streams currently are through sponsorships, ticket sales, and grants from our festival. We aim to expand this to include other viable, long-term streams in the coming year and are currently discussing avenues to pursue.

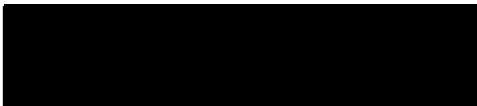
In conclusion, we, the executive directors, fully support the efforts of Dorchester Pet Fest to seek external funding to support their festival designed to foster community connection and engagement, drive local economic support, and aid animal welfare causes.



Nicole Ramsdale
Executive Director and Event Coordinator



David Ramsdale
Director



Carol Ramsdale
Director

Dorchester Pet Fest

For the period ending Dec 31 2023

Expenses		Income	
Advertising and Promotion	\$8,291.51	Exhibitor Fees	\$12,369.00
Program Supplies	\$15,213.86	Sponsorship	\$1,850.00
Entertainment	\$10,947.07	Tickets	\$4,760.39
Administration	\$5,729.99	Grants	\$1,000.00
Salaries and Wages	\$0.00	Other	\$0.00
Facilities Rental	\$3,700.00		
Other			
Total Expenses	\$43,882.43	Total Income	\$19,979.39
		BALANCE	-\$23,903.04