

**COMMUNITY GRANTS PROGRAM
APPLICATION FORM**

Notes:

1. Applications are due on May 1, 2024, by 4:00pm. Exemptions may be granted 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 and/or 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. there is a need for financial assistance and that adequate funding from other sources is not available
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 any one year or over several years are not to be interpreted as a commitment to future year's funding.
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.

A - Organizational Information:

Name of Organization:

Mailing Address:

Contact Name:

Position:

Phone:

Email:

Provide business registration number or registered charity number if applicable:

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

What are the general objective/services of your organization:

How many volunteers participate in your program:

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

Does your organization provide a service to:

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

B - Categories for Funding (indicate dollar amounts for appropriate lines):

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

Include (attach) quotes wherever possible.

C - Details of Grant Request

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

Note – if this application includes any assistance other than financial, please outline details (ie. type and estimated hours of staff support, facilities to be used, dates, etc.)

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

Briefly describe how your project benefits the community?

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

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

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.

What other steps are being taken to cover your costs?

Will this program ever be self-sufficient?

D - 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 Director of Financial Services/Treasurer for more information.
2. Please provide (attach) a letter of support from your Board or another donor/community partner to validate your company's financial stability.
3. Please provide a project budget, including the following information;

a. Revenue Sources

Item	Amount (\$)
Applicant Contribution	
Grants	
Donations	
Sponsorships	
Fundraising Efforts	
Other Sources	
Total Revenue	

b. Expenses

Item	Amount (\$)
Advertising and Promotion	
Program Supplies	
Entertainment	
Administration	
Salaries and Wages	
Facilities Rental	
Prizes and Awards	
Other	
Total Expenses	