

COMMUNITY GRANT PROGRAM

Town Grants

SECTION 1 – NON-PROFIT ORGANIZATIONS

1. **General**

- i. Town of Montague grants are financial support to individuals, non-profit groups or organizations for a particular purpose and may be either budgeted or unbudgeted in nature and provide direct benefit to the Town residents.

2. **Definitions**

- i. **Unbudgeted** - Is discretionary, unforecasted financial support to a maximum of two hundred dollars, granted upon the recommendation of a Committee or Council, to an individual, organization or group which provides a service of benefit to the Town and can demonstrate a need for financial aid.
- ii. **Budgeted** - Is discretionary support, either financial or of service in kind as allocated by Council annually within the Town's budget, and granted to an individual, group or organization which meet at least two of the following:
 - a) provides direct assistance to or complements a Town program or provides a service that, if not provided by the group or organization, would have to be provided by the Town;
 - b) provides a service of benefit to the community;
 - c) demonstrates a need for financial aid.

3. **Procedure**

- i. **Public Notices** - Prior to the budgeting process, the Town CAO advertises locally that applications for a new/increased grant are available from the Town Office.
- ii. **Renewal of a Current Grant** - For current grant recipients the Town CAO sends a letter requesting a copy of their operating budget for the upcoming year and a current annual report, and

informing them that the completion of the grant application form is not necessary, unless an increase in funding is being sought where upon a full application shall be required.

- iii. New/Increased Funding Request - Applications for new/increased funding on the prescribed form are considered only during the budgeting process each year and must be received by the advertised deadline for Council's consideration.
- iv. Supporting Documents - Applications must be accompanied by:
 - a) a copy of the current operating budget;
 - b) a copy of the operating budget for the upcoming year;
 - c) a report of the previous year's activities (Annual Report will be accepted);
 - d) a report on the programs/activities proposed for the upcoming year.
 - e) disclosure of other funding sources being pursued.
- v. Eligible Expenses - The grant must be applied to a specific program or service, or used as capital funding for the construction of facilities or the purchase of equipment, which will be of benefit to the community at large.

4

Notification of Funding

- i. Following adoption of the Town's Annual Operating Budget, applicants are notified in writing by the CAO as to whether they have been awarded a grant.

COMMUNITY GRANT PROGRAM Application

Applicant's Details

Please check one

- New Application
 Increased Funding Application

Organization's Legal Name

Address

Contact Person:

<input type="text"/>	Position:
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Home Phone No.

Work Phone No.

Fax No.

E-Mail Address

Total Grant Requested

Non-Profit Registration #

Brief Description of the Project

Brief Description of the Project (continued)

Please identify other contributions applied for:

Program	Amount
1.	
2.	
3.	
4.	

Is the organization local, or is it a branch of a provincial, regional or national organization

Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

I hereby declare that if our organization is successful at obtaining a Town of Montague grant that we give the Town the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Application Checklist

Please supply the following additional information

- A copy of the current operating budget
- A copy of the operating budget for the upcoming year
- A report of the previous year's activities (Annual Report will be accepted)
- A report on the programs/activities proposed for the upcoming year.

Submitting the Application

1. The completed application must be received by the CAO no later the last day of January.
2. Late or faxed applications **may not** be accepted.
3. Applications must be clear and legible.
4. Please do not submit your application bound, in display folders or plastic sleeves.
5. Please ensure all questions are answered on the application form. An application, which is incomplete, **may not** be considered.

Completed Applications should be sent to:

Andrew Daggett
Town of Montague
PO Box 546
Montague, PE
C0A 1R0

For further information please contact:

838-2528 (telephone)
838-3392 (fax)

Failure to comply with any of the above may only delay the processing of your application. Please be specific where asked.



**Town of
Montague**

Community Grant Program 2012

Guidelines, General Information and
Application

Closing Date for 2012 Applications

31 January 2012

All correspondence should be addressed to:

Andrew Daggett
Town of Montague
PO Box 546
Montague PE
C0A 1R0

*Further information and application forms may be
obtained by phoning the Town Office at
902-838-2528*