



Community Initiatives Fund Individual/community group/organization Grant Application Form

Background:

The Town of Georgina is committed to assisting local individuals, community groups and organizations with their fundraising needs. To support this commitment, the Town has established a Georgina Community Initiatives Fund, which is funded through the annual Mayor's Charity Golf Classic.

Purpose:

The purpose of the Georgina Community Initiatives Fund is to support community groups, not-for-profit organizations and individuals within the Town with local community fundraising efforts and/or initiatives that combat food-insecurity.

Grant application process:

Grant criteria has been established to evaluate requests submitted in an equitable and efficient manner. As funds are limited, priority will be given to individuals or groups based on information received and reviewed in the application process.

Applicants must provide a detailed outline of the event/activity and details of the costs of providing the event/activity or program. Details should include:

- location
- date and length of activity
- how this will be marketed to residents of Georgina
- the expected attendance
- the benefit to the community
- how many volunteers/paid staff will be involved

Funding assistance may be requested for various components of the event/activity or program being planned (ex. costs for Town or other facility rental, permit fees, event supplies, etc.) or be used for a purpose that is related to relieving food insecurity within the community. Once an application is approved, payment will be made directly to the organization/vendor that provided an invoice.

Applicants may apply more than once per calendar year for a total maximum funding of \$1,500 across all applications. Applications will only be considered for events taking place within the current year.

Only one application will be considered per event/activity (i.e. an applicant cannot submit one application as an individual and another application on behalf of an organization for the same event).

Maximum amount of each funding request is \$1,500 and approval is at the discretion and approval of the working committee.

Submit the completed application form online through JotForm. If any issues occur while applying through JotForm, applications can be sent directly to Alex Demoe and Caitlin Lenters by email at councilassist@georgina.ca.

All groups applying for a grant must provide a completed grant application with supporting documentation.

Given that proceeds will fluctuate from year to year, not all projects may be funded. The working committee will review all applications and their decision will be final.

Eligibility criteria –read carefully:

While the criteria and application forms have been developed as guidelines, special circumstances will be considered on an individual basis.

1. Applicants for the Georgina Community Initiatives Fund must be residents of or have a vested interest in the Town of Georgina.
2. The event/activity must take place within the Town of Georgina.
3. The fund will support not-for-profit or community organizations that enhance the overall betterment of the community, with a focus of providing events/activities or programs which assist to reduce food insecurity in the Town of Georgina.
4. The fund will support individuals hosting a fundraising event for a not-for-profit or community organization with a mandate to reduce food insecurity.
5. Examples of eligible organizations include:
 - Social development organizations: organizations that mainly offer services, activities or initiatives aimed at improving the welfare of the population.
 - Elementary and secondary schools: local elementary and secondary schools.
 - Community service groups: organizations that provide community improvement and service across a broad spectrum of events and activities.
 - Community food resources: organizations that offer services aimed at combatting food insecurity, such as food drives and community meal programs.
6. Examples of applicable events/activities or programs include, but are not limited to:
 - Meal programs: a program which provides nutritious meals at a low-cost or for free.
 - Fundraising events: an event in which the funds raised will be used to combat food insecurity and/or donated to an organization which will use the funds to combat food insecurity, and/or another charitable cause within the community.
 - Community meals: an event in which a nutritious meal is provided for free or by voluntary donation to give an opportunity for the community to access a healthy meal without financial barriers.

7. Applicants must be in good financial standing with the Town of Georgina.
8. Applicants must agree to the following public statement acknowledgement:
 - The applicant and its personnel and volunteers shall not make or provide disparaging remarks about the Town in person or on any media, including, without limitation, any social media channels.
 - It is not the intent to restrict the ability of the applicant's personnel and volunteers to express a personal opinion on matters of general interest. In such cases, such personnel and volunteers must make it clear that their comments are being made in their capacity and as private citizens, and not as representative of the applicant.

Exclusions

Applications will not be considered for the following:

- For profit groups/organizations
- Organizations with political affiliations/political organizations
- Religious groups/faith organizations where services/activities include the promotion and/or required adherence to a faith
- Organizations whose activities may breach the [Ontario Human Rights Code](#) or [Charter of Rights and Freedoms](#)
- Regularly recurring rentals
- Organizations not in good financial standing with the Town of Georgina

Reporting

1. Grant recipients are required to submit the reporting form that is attached to these guidelines to the Office of the Mayor following the completion of the project. This final report must be provided within one month of the project completion date.
2. The summary will include how the grant funds were used, details of the event, and proof of expenses
3. Failure to provide the reporting form and/or proof of expenses may result in potential ineligibility for future grants, this decision will be made at the discretion of the working committee
4. Applicants can submit the reporting form by email to Alex Demoe and Caitlin Lenters at councilassist@georgina.ca
5. Applicants may contact the Office of the Mayor if further accessibility assistance is requested

Ineligible project expenses

The fund must not be used to pay for the below expenses:

- Retroactive expenses submitted 30 days or more after the end of the event/activity
- Operating expenses of the organization not directly related to the proposed activity/event
- Costs associated with liquor or any type of alcohol or licence to provide such are prohibited
- Attendance at conferences and/or conventions
- Enrollment in workshops, courses or other forms of training
- Debt repayment
- Capital expenses (i.e. renovations, equipment, etc.)

Changes/cancellations and unused funds

1. All unused funds must be returned to the Town of Georgina.
2. At the Town's request, the funding recipient must repay the whole or part of the funding, if the recipient:
 - a. Ceases operating or dissolves.
 - b. Knowingly provided false information in its application.
 - c. Uses the funding for an ineligible project expense.
3. Should the event or purpose for which the funding is provided change (i.e. the event is cancelled) the full funding amount is to be repaid to the Town.
4. Funds are payable to the Town of Georgina directly – Attention: Georgina Community Initiatives Fund.

These criteria and application forms have been developed as guidelines. Unique circumstances will be considered by the working committee.

Personal information is protected under the Municipal Freedom of Information and Protection Act, 2001. Personal information is collected pursuant to the Municipal Act, R.S.O. 1990, and will be used for the purpose of financial assistance. All information is confidential and may be stored electronically for municipal use only. Inquiries may be directed to the Office of the Mayor.



Community Group/Organization Fund Application Form

Section A: Applicant information

Name of group/organization: _____

Name of person applying: _____

Position with group/organization: _____

Address (proof of address required): _____

Phone: _____ Email: _____

Section B: Event/activity information

Name of event: _____

Purpose of event/proceeds going to: _____

Location: _____

Date/time: _____

Annual event: Yes: No: Expected participation: _____

Expected audience: Adults: _____ Family/children (ages) _____

Section C: Financial information

Provide an itemized list of what the funding will be used for (i.e. facility rental, permits, etc.): An invoice or quote must accompany each item.

Item 1

Proposed use of funds: _____

Details: _____

Date: _____ Amount requested: \$ _____

Item 2

Proposed use of funds: _____

Details: _____

Date: _____ Amount requested: \$ _____

Item 3

Proposed use of funds: _____

Details: _____

Date: _____ Amount requested: \$ _____

Item 4

Proposed use of funds: _____

Details: _____

Date: _____ Amount requested: \$ _____

Item 5

Proposed use of funds: _____

Details: _____

Date: _____ Amount requested: \$ _____

Total requested: \$ _____

Reason for application – explain in detail.

Attach any letter or reference or endorsements relevant to this application.

Did you receive or will you receive funding from any other organizations, groups, agencies or levels of government? If yes, disclose from whom and how much was or will be received:

To your knowledge, has this group or organization received funding through the Community Initiatives Grant previously?

Yes No

If yes, when was the funding paid out? _____

Year: _____ Amount received: \$ _____

Upon approval of this funding request, the applicant agrees to provide an evaluation of the success of the event to the working committee within one month after the conclusion of said event.

Dated this _____ day of, _____, _____

Signature: _____



Community Group/Organization Fund Reporting Form

All reporting forms are due within one month after the event/use of funds has occurred. Note, no further applications may be considered until the reporting form has been submitted.

Section A: Applicant information

Name of group/organization: _____

Name of person applying: _____

Position with group/organization: _____

Address (proof of address required): _____

Phone: _____ Email: _____

Total funds awarded: _____

Section B: Financial reporting

Provide a breakdown of how the funds were allocated (facility rental, permits, etc.). An invoice or receipt must accompany each item.

Item 1

Use of funds: _____

Details: _____

Date: _____ Amount of funds used: \$ _____

Item 2

Use of funds: _____

Details: _____

Date: _____ Amount of funds used: \$ _____

Item 3

Use of funds: _____

Details: _____

Date: _____ Amount of funds used: \$ _____

Item 4

Use of funds: _____

Details: _____

Date: _____ Amount of funds used: \$ _____

Item 5

Use of funds: _____

Details: _____

Date: _____ Amount of funds used: \$ _____

Total used: \$ _____

Section C: Project information

Provide an overview of the event/activity or program outcomes. The overview can include attendance numbers, number of volunteers, highlights from the event, photographs, etc.

How did the funding impact/support the Georgina community?

Were the objectives of your event/activity or program met, and if yes, how so?

Would you have done anything different?