

	Application No



COMMUNITY GRANT PROGRAM APPLICATION

Return 2 copies application and 1 copy of supporting material to:
City of Brantford c./o Brant Community Foundation
 30 Brant Avenue Brantford, Ontario N3T 3G6
 Tel: (519) 756-2499
 email: info@brantcf.ca www.brantcf.ca

Name of Applicant: _____

Please check (√) that you have included the following:

- Financial Statement (most recent or audited statement)
- Organization's Budget for Year
- Project Budget (if applicable)
- Board of Directors / Steering Committee Information
- Organization's By-laws (if new organization or bylaws changed)
- Applicant Contact information (Name, Phone Number, Email)

Grant Type	Grant Maximum	Deadline	Complete Sections	Amount of Grant Request
Operational (no Travel)	\$5,000	Last business day in March, June, September and December	<input type="checkbox"/> Section One <input type="checkbox"/> Section Two <input type="checkbox"/> Section Three <input type="checkbox"/> Budget Details Section	
Operational Travel	Travel Grant maximums vary. Full details in Travel Grant criteria overview.	Last business day in March, June, September and December	<input type="checkbox"/> Section One <input type="checkbox"/> Section Four	
City Services Special Events	\$1,000 * Applications can be made for the recovery of city service/rental costs up to a maximum of \$1,000. An organization is eligible to apply for one grant per year to a maximum of 3 consecutive grant years.	Last business day in March, June, September and December	<input type="checkbox"/> Section One <input type="checkbox"/> Section Two <input type="checkbox"/> Section Five <input type="checkbox"/> Budget Details Section	
Capital / Seed	\$10,000	Last business day in March and September	<input type="checkbox"/> Section One <input type="checkbox"/> Section Two <input type="checkbox"/> Section Six <input type="checkbox"/> Budget Details Section	

CITY OF BRANTFORD COMMUNITY GRANTS

APPLICANT DETAILS – SECTION ONE

The City of Brantford grant program is administered by the Brant Community Foundation (BCF). This application and all information received from the applicant will form part of the minutes and records of the BCF which may be subject to review by the public. No information supplied can be considered confidential and the applicant expressly consents to release of information by the BCF regarding applications received, decisions made and other matters relating to the granting process.

Overviews of the available City of Brantford Community Grant streams are available at the back of the application! Additional questions or inquiries should be directed to the Brant Community Foundation.

ALL APPLICATANTS ARE TO COMPLETE THE APPLICANT DETAILS SECTION BELOW

Name of Organization or Applicant: _____

Make payment payable to (if different from above): _____

Address: _____

Postal Code: _____ Telephone: _____

Contact Person: _____

Email Address: _____

(Parent of applicant under 19 years of age): _____

Title: _____ Signature: _____

Telephone: _____ e-mail: _____

Alternate Contact Person: _____

Title: _____ Signature: _____

Telephone: _____ e-mail: _____

We, the undersigned, declare that:

- ◆ we are Principal Officers of this organization or the individual making the request
- ◆ we have been authorized to make this application on behalf of the organization or another individual.
- ◆ we agree that the information provided is true and accurate to the best of our ability.

Principal Officer [or individual]		Principal Officer
	Signature	
	Print name	
	Address	
	Phone Number	
	Date Signed	

OPERATIONAL, CITY SERVICES SPECIAL EVENT and CAPITAL / SEED FUNDING SUMMARY – SECTION TWO

ALL APPLICANTS (with the exception of travel grants) ARE TO COMPLETE ORGANIZATION AND PROJECT DETAILS SECTION BELOW

About Your Organization

Briefly state the history and purpose of your organization. Include the following information: founding date; whom it serves; volunteer base; staff; location; achievements.
If applicable, please describe your sponsoring organization, as well as information about your own history and project.

About Your Project and Funding Request

Purpose: What will it specifically accomplish, and how does this relate to your overall aims? What are the main goals and purposes for which funding is requested?

Dates: What are the projected start-up and completion dates? (needed to determine final report date; state end date of project or date that final evaluation of grant can be reported)

Start Date:

Completion Date:

Who Benefits: How will this project benefit the Community? What specific population will benefit from your project?

**OPERATIONAL, CITY SERVICES SPECIAL EVENT and
CAPITAL / SEED FUNDING SUMMARY
SECTION TWO CONTINUED**

Organization Authorization

Does your organization have a Board of Directors or Steering Committee? YES NO
 How often do they meet during the year _____? Are minutes kept? YES NO
 Are the duties of the directors & executive documented and approved (ie bylaws)? YES NO

POSITION	NAME
Chair / President	
Vice Chair / Vice President	
Secretary	
Treasurer	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

(If the application is from a Steering Committee, list those members)

Any Additional Information about Organization or Project

OPERATIONAL GRANT

ADDITIONAL INFORMATION – SECTION THREE

Applicants requesting Operational Grant funding are to complete the section below.

Criteria, funding amounts, etc are contained in the Operational Overview

Organization Details	
Is this the first application from your organization / steering committee? YES	<input type="checkbox"/> NO <input type="checkbox"/>
Is the grant request a part of a “community partnership”? Please describe if so.	
Any additional information as relates to the request for funding.	
Funding Details	
What other funding groups have committed or will be approached? (Details about other funding sources should appear in full on the budget sheet.)	
How will the funding increase the organization or steering committee’s sustainability?	
If you receive partial funding, how will you use the money you receive? Will it be possible to run the program/organization with only partial funding?	
Special Project Details	
Is request for a special project, banquet or reception? YES	<input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide detailed overview and explanation.	

OPERATIONAL - TRAVEL GRANT
ADDITIONAL INFORMATION – SECTION FOUR

**Applicants requesting Operational Travel Grant funding
are to complete the section below**

Criteria, funding amounts, etc are contained in the Travel Grant Overview

Please tell us the activity, the level that you are participating in and any history you would like to include.
(i.e. name of sport / activity and age level)

How were you selected to participate in the competition, tournament or training and what was the level of
competition (municipal, provincial or national)?

In what way are you representing the City of Brantford?

Dates you will be travelling:

Details of your cost of travel: (include items such as registration, travel expenses, accommodation)

**CITY SERVICES SPECIAL EVENT FUNDING
ADDITIONAL INFORMATION – SECTION FIVE**

**Applicants requesting City Services Special Events funding
are to complete the section below.**

Criteria, funding amounts, etc are contained in the City Services Special Events Overview

Event Details	
Name of the event:	
Date of event:	
Location of event:	
Is the request for start-up funding for a new event?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the event serve the entire City?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Application Submission History:	
1st Application <input type="checkbox"/>	2nd Application <input type="checkbox"/> 3 rd Application <input type="checkbox"/>
Outline of the type of Special Events, Not For Profit Events, or Community Event that is being applied for.	
Funding Details	
What other funding groups have committed or will be approached? (Details about other funding sources should appear in full on the budget sheet.)	
If the application is for the 1st year of the event, how will the event be financed in the future?	
If you receive partial funding, how will you use the money you receive? Will it be possible to run the event with only partial funding?	

CITY SERVICES SPECIAL EVENT FUNDING SECTION FIVE CONTINUED

Evaluation Details

How will you measure your events success?

City Services Details

Describe the City Services related to the funding request.

City Services Special Event Funding requests must be accompanied with documentation overviewing the city related expenses to be incurred by the organization for the event. This may include an invoice, quote, or other appropriate documentation.

CAPITAL AND SEED FUNDING

ADDITIONAL INFORMATION – SECTION SIX

Applicants requesting Capital or Seed funding are to complete the section below

Criteria, funding amounts, etc are contained in the Capital or Seed Overview

Is request for start-up funding for a new project?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Does the program serve the entire City?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Viability Details				
Why do you think this project will be successful?				
Do any private sector organizations provide similar services?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES, explain why a non-profit approach is necessary:				
Coordination Details				
Does another organization in the City provide a similar program?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES, please list them:				
Who in the community or elsewhere is working on this project? What will you do that is different from, or better, than existing programs? If it is appropriate, how will you coordinate with them?				

Capital and Seed Funding Section Six Continued

Funding Details

What other funding sources have committed or will be approached related to this request? Details about other funding sources should appear in full on the Project Budget sheet.

If the application is for start-up funding, how will the project be financed in the future?

If you receive partial funding, how will you use the money you receive? Will it be possible to run the program/project with only partial funding? Please explain.

Total Organization Budget	Total Cost of Project	Amount Requested
\$	\$	\$

Evaluation Details

How will you measure your success?

OPERATIONAL, CITY SERVICES SPECIAL EVENT and CAPITAL / SEED FUNDING BUDGET DETAILS SECTION

**ALL APPLICANTS (with the exception of travel grants)
ARE TO COMPLETE THE BUDGET SECTION BELOW**

Event / Program / Project Title: _____

Estimated Revenue:

Please itemize all sources such as fees, donations, earned revenue, and fundraising (specify), grants (specify), and City of Brantford grant.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL REVENUES	\$

Estimated Expenses

Please itemize all sources such as salaries, fees, honoraria, printing, materials and supplies, advertising and promotion, office expenses.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$

Other:

Do you have a reserve fund? \$ _____
If so, state amount and purpose.

A Budget Section may be required for each grant stream that is being applied for. Questions related to documentation needed or application process, please contact the **Brant Community Foundation Tel: (519) 756-2499 or email: info@brantcf.ca**



COMMUNITY GRANT PROGRAM OVERVIEWS

Overview of the City of Brantford Community Grants Program Operational and Capital / Seed Funding Streams

Operational Grant Stream (\$5,000 Maximum):

To assist with funding to improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations

Applications will be rated on the following:

- ◆ Community Benefit
- ◆ Financial Need
- ◆ Financial Reporting and Controls
- ◆ Accountability of organization and clear identity and structure

Capital and Seed Grant Stream (\$10,000 Maximum):

To assist with **SEED** and/or **CAPITAL** funding for projects that improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations.

To promote the self-sufficiency of community non-profit groups and programs by encouraging those in receipt of City Grants to become self-supporting

The SEED / CAPITAL grants are not for funding of existing programs. Organizations may apply for \$5,000 Cap Grants to support ongoing operational funding.

Applications will be rated on the following:

- ◆ Community Benefit
- ◆ Need for new program/project or capital items
- ◆ New organization/project/program
- ◆ Financial Need
- ◆ Financial Reporting and Controls
- ◆ Accountability of organization and clear identity and structure
- ◆ Sustainability (if applicable) and lasting improvements

Basic Principles of Eligibility

1. Grants should not be considered as a primary source of funding.
2. Applicants must demonstrate that they have fully explored other sources of potential funding.
3. Organization must show that it involves volunteers.
4. Programs offered must address identifiable needs and/or problem in the community; address an under-served demand; represents an innovative approach to delivering service; and bestows some community benefit.
5. Grants will not be considered for profit-oriented organizations or activities.
6. Minimum of 75% of those served by the organization must be Brantford residents.
7. Partnerships with other community organizations will be encouraged.
8. The organization must have a clear identity.
9. The organization must have a governing body with identifiable structure and signing authorities.
10. The organizations must be able to monitor outcomes and be able to evaluate activities for which the grants were received.

Application Guidelines

1. Applications to each of the grant programs may be made only once in a calendar year
2. Grant application forms must be completed and all questions answered. Attachments may be added if additional space is needed, but the questions must be answered on the form for continuity when reviewing applications.
 - a) Applicants for the Operational (max. \$5,000) grants must complete the indicated portion only
 - b) Applicants for the Capital / Seed (max. \$10,000) grants must complete the whole application form
3. Funds must be used for the purposes specified on their grant application.
4. Applicants will be **required** to complete a final evaluation.

Special Exceptions for Operation grant stream funding (\$5,000 cap) requests:

- a) **Special project or event** will be considered if the project or event will be of benefit to the City and promote more active community life; Given on a one-time basis only; No grant or subsidy will be given for any project where profit is anticipated. (See additional guidelines below)
- b) **Banquets and receptions** will be considered on a one-time basis from; Organizations hosting a banquet/reception where the majority of those in attendance are from outside the City; Organizations not based in the City but the event / banquet / reception takes place within the City; a City representative shall be invited to attend any sponsored / partially sponsored event.

Special Projects and Events Guidelines

1. The event or project must have a direct benefit to the City and promote more active community life
2. Grants will only be given on a one time only basis
3. No grant will be allowed where a profit is anticipated except under the following conditions:
 - a. for a first time event or project under the auspice of a community or charitable organization [ie community show], a grant can be approved for ‘Seed’ funding. Any profit that may result from this event must be for charitable or community organizations and promoted as such.
 - b. In the event that the organizing group is not a charity or community group, any profit derived from the project or event must be allocated for charity or community organizations and promoted as such.
4. A special project or event can include but not be limited to the following:
 - a. Celebration of a milestone event ie municipal or country centennial
 - b. Start-up of a new community festival or community show
 - c. Publication of a community book of community interest. ie local historical review; church history
 - d. Celebration of a Royal Family or other celebrities visits

The following will **NOT** be funded:

1. Property tax will not be funded as a separate program.
2. Routine purchases of equipment for existing programs; increased complement of staff for existing programs or staff training for routine tasks. Capital grants will not be given for replacement equipment for existing programs.
3. Deficits or funding shortfalls resulting from programs of any kind which were undertaken without prior consultation.

Travel Grants – Operational Grant Stream

Travel grant applications, when representing the City of Brantford, will be considered when:

1. The group / organization / individual is representing the City as direct result of success at municipal, provincial or national level;
2. The applicant is a resident of the City of Brantford
3. If the applicant is part of a team [ie local hockey team, soccer team, dance group], any financial request for travel assistance shall be submitted by the team as a whole
 - a. If the applicant has been selected for an All-Star or Provincial team, the individual may apply for financial assistance for travel independently.
4. No funding will be provided for travel where the trip has been for their own benefit or experience;
5. No assistance will be provided where event is part of the on-going activities and where municipal grants have already been provided to the group;
6. Assistance is for travel expenses only – not for equipment or material purchases. (See additional guidelines and grant maximums below)

Activities for travel grants may include but not limited to the following:

1. sports/recreational activities
2. culture
3. arts
4. ethnic activities
5. native activities
6. historic activities

For travel grants to individuals the grant maximums are:

- i) if the tournament/event/competition is held in Ontario, up to \$300 will be granted for travel expenses incurred to attend the Ontario tournament/event/competition;
- ii) if the tournament/event/competition is held out of province but on the continent, up to \$500 will be granted for travel expenses incurred to attend the out province tournament/event/competition ;
- iii) if the tournament/event/competition is international, up to \$700 will be granted for travel expenses incurred to attend the international tournament/event/competition

For travel grants to teams, the grant maximums are:

- i) if the tournament/event/competition is held in Ontario, up to \$1,200.00 will be granted for travel expenses incurred to attend the Ontario tournament/event/competition
- ii) if the tournament/event/competition is held out of province but within the continent, up to \$2,000.00 will be granted for travel expenses incurred to attend the out province tournament/event/competition;
- iii) if the tournament/event/competition is international, up to \$2,800.00 will be granted for travel expenses incurred to attend the international tournament/event/competition.

Applicant's Responsibility and Additional Information

1. Any requests that do not meet the criteria will be returned to the applicant.
2. The applicant is to return to the City of Brantford Community Grants Program any municipal grant funds as a direct result of the termination of all or part of the program/activity for which funding has been awarded.
3. The recipient of a grant is to acknowledge receipt of City of Brantford Community Grant funding on all promotional material
4. Decisions of the grants committee are final.

Payment of Grant

Payment of a grant will be made upon approval of the Brant Community Foundation and completion of processing of the specific payment to the recipients from the City of Brantford.

Overview of the City of Brantford Community Grants Program City Services Special Event Funding Streams

General Purpose of the Special Event Funding Grant

- The Special Event Funding Grant is aimed at addressing the increasing cost and demand to host special events in the City and the need for a process that permits event organizers to apply for support funding.
- The Special Event Funding Grant provides a framework for an alternative funding source for event organizers utilizing City property and/or services as well as aims to reduce the impact on operational budgets for such include special events
- The City of Brantford recognizes the importance of supporting special events within our community and the associated cost of delivering them. This grant stream provides the event organizers with a means to apply for funding to offset the cost of city services.

City Services Special Event Stream (\$1,000 Maximum):

To assist with funding to improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations that host events using City Services

Applications will be rated on the following:

- ◆ Community Benefit
- ◆ Financial Need
- ◆ Financial Reporting and Controls
- ◆ Accountability of organization and clear identity and structure

Basic Principles of Eligibility

1. Grants should not be considered as a primary source of funding.
2. Applicants must demonstrate that they have fully explored other sources of potential funding.
3. Organization must show that it involves volunteers.
4. Grants will not be considered for profit oriented organizations or activities
5. Programs offered must address identifiable needs and/or problem in the community; address an under-serviced demand; represents an innovative approach to delivering service; and bestows some community benefit.
6. Grants will not be considered for profit-oriented organizations or activities.
7. Minimum of 75% of those served by the organization must be Brantford residents.
8. Partnerships with other community organizations will be encouraged.
9. The organization must have a clear identity.
10. The organization must have a governing body with identifiable structure and signing authorities.
11. The organizations must be able to monitor outcomes and be able to evaluate activities for which the grants were received.

Application Guidelines

1. Only one request per non-profit organization or group is to be considered in a grant program year
2. Grant application forms must be completed and all questions answered. Attachments may be included.
3. Funds must be used for the purposes specified on their grant application.
4. Funding requests under the Special Event Funding grant program will be capped at a \$1,000.00 maximum per event (Maximum of \$3000 to one organization or group over the 3 permitted applications)
5. Applicants will be **required** to complete a final evaluation.

Special Event Funding Particulars

- **Location Specifications:**
Grants are eligible for Special Events, Not For Profit Events, and Community Events that take place in City parks, arenas, recreational facilities, general City open space, the municipal airport or any other building or land owned by the City of Brantford as deemed appropriate by the City.
- Special events, not for profit events, and community events specifications:
 - Events are intended for public attendance of all ages and in most cases are free to attend.
 - Events may include but are not limited to the following activities:
Parades, runs, walks, concerts, festivals, celebrations, live entertainment, environmental clean ups, socially relevant events, and community tree plantings

- Funding for special events through the City of Brantford Community Grants can only be utilized to offset city costs, including facility rental fees, associated with city services and staffing, where applicable. Funding cannot be utilized for non-city services associated with events
- Funding requests for special events through the City of Brantford Community Grants cannot be utilized for damage deposits associated with special events
- Applications must have documentation regarding the charges for the City Services. This may be in the form of an invoice, contract or other supporting documentation found to be sufficient to the Brant Community Foundation while evaluating the application
- If the event is cancelled, funds must be returned to the City of Brantford.
- If there are event changes that impact the City services costs, the Brant Community Foundation must be notified in the reporting process. If the fees were reduced to below the amount of the grant awarded, the organization and/or group is responsible for reimbursing the City of Brantford grant program.