

GENERAL INFORMATION

The 2022 grant application form is available on the Town website under 2022 Community Grants until 28th February 2022.

Before filling out the application, please consider generally how Community Grant funding will enhance and enrich the Town of South Bruce Peninsula and it's residents.

To ensure your 2022 Community Grant application is complete and accurate, please review this document as well as Town Policy TR.18.2 Community Grant Program, before submitting your application.

When submitting your application, if there is missing information it will be highlighted in red for you to correct, before submitting again. When you have submitted successfully, you will receive an email confirmation.

A pdf version of this can form can be printed [here](#).

There will be a total of 4 files required to be uploaded with the application.

Please note that the online forms will not be available after the application deadlines. Applications submitted after this date will need to be in printed form, and may not be considered for the 2022 fiscal Community Grant Program fiscal year.

HOW TO COMPLETE THE ONLINE APPLICATION

Section A. Organization Information

Contact information listed here will be used by the Town for any correspondence regarding your grant application. As email will be the main form of communication for your grant application, please include an email address that someone from your organization will be checking regularly.

If your contact information changes after you have submitted your application, please notify updates by email.

You will be asked to upload **ONE** file in this section (organizational structure).

Section B. Eligibility Requirements

This information will be used by Town staff to determine if your organization and activity is eligible for funding. This is based on the criteria set out in the Town's Community Grant Program policy.

Applicants will be advised if their request does not qualify for funding, and therefore their application will not be accepted.

Section C. Grant Request Detail

This information will give details about your funding request.

- Detailed description of the Activity
- Total budget specific to your Activity. The 2022 budget you submit with your application should be specific to your grant request and include revenue, expenses and anticipated surplus/deficit for the year.
 - Clearly indicate all costs that will be incurred by your proposed Activity.
 - Clearly show all sources of funding and revenue for your proposed Activity.
 - Clearly show any anticipated surplus/deficit for the Activity
 - Indicate the percentage of total budget you are requesting to be covered (a Community Grant may not exceed \$5,000 or 25%, whichever is less)
- Clearly indicate what costs you plan to use Community Grant funds to pay for. Ensure that all costs you plan to use grant funds for are eligible costs as defined within the Community Grant Program policy.

- You must be able to demonstrate that other sources of funding have been pursued. If other grants/donations have not been confirmed, include a note on outstanding fundraising, sponsorship and donation requests to other organizations and grant programs. If no other funding sources have been pursued, you will need to explain why.

You will be asked to upload **ONE** file in this section (complete budget for your Activity).

Section D. Financial Information

This information will be used by staff and Council to evaluate eligible applications using criteria set out in the Town's Community Grant Program policy.

Applicants who receive funding under the 2022 grant program will be required to report on their budget vs. actual on the Town's template at the end of 2022.

Please submit the most current financial statement available at the time of your application, and email an update if one becomes available later. It is important that we have the most current financial information for your application.

You will be asked to upload **TWO** files in this section for your Organization (most recent financial statements and 2022 organization budget).

Section E. Additional Information

This section is not mandatory. It can be used to add any additional comments or information relevant to your application. It could include anticipated future impacts of COVID-19, if applicable.

You can upload **ONE** file in this section.

Section F. Signature/Submission

Once everything is completed, you can print the form if you wish, then click "submit" at the bottom of the application. If there is any missing or incorrect information you will be prompted to make revisions. Click "submit" again and it will be automatically emailed to the Town.

You will receive an email confirmation back that your application form has been sent.