General Information – Online Applications

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

To ensure that your application is complete and accurate, please review this document as well as 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 your to correct before submitting again. When you have submitted successfully, you will receive an email confirmation.

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

Please note that applications submitted after the due date may not be considered for the fiscal year.

Section A: Organization Information

Contact information listed in this section 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 the Town and provide the new contact information.

You will be asked to upload one (1) 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 and should include:

- A detailed description of the activity
- The total budget specific to the activity, and specifically:

- 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 the total budget you are requesting to be covered (a Community Grant may not exceed $5,000 or 25%, whichever is less

- What costs you plan to use the 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(1) 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 grant program will be required to report on their budget versus actual spending at the end of the granting year.

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 (2) files in this section for your organization (most recent financial statements and the granting year 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.

You can upload one (1) 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 issue with the submission, you will be

prompted to make revisions. Click "submit" after you have made revisions. Your submission will be automatically emailed to the Town.

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