



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Application Form- 2024

Introduction:

The Town of Carleton Place prides itself in promoting a rich and diverse quality of life for all its residents and visitors. At times, community groups and organizations in Carleton Place require financial assistance to present community-based special programs/events/festivals. The Community Enrichment Program has been created to provide limited financial assistance to community groups and not-for-profit organizations within the Town of Carleton Place to assist with various activities. This Community Enrichment Program and related forms are meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community.

Council recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair, and holds groups accessing public funds accountable for their spending. Applicants should note that at no time should an organization be dependent on this source of funds to ensure a program/event/festival can run.

Funding Options:

Each year, as part of the annual budget process, Council will determine their financial commitment to the "Community Enrichment Program." This money will be available for financial support and "in-kind" grants. "In-kind" grants may consist of the use of municipal facilities at a reduced or no cost, municipal staff support, loan of equipment and/or material.

This support may be in the form of:

Start-up funds for a new community event or festival

- Start-up funds may be provided on a ONE-TIME basis only to assist in the initial costs for providing the community with a new program/event/festival.

Sponsorship funds for established community event or festival

- Sponsorship funds may be given to organizations provided that the Community Enrichment Program Committee acknowledges that the municipality is obtaining an economic benefit for funds given.

In-Kind Support

- Rental fees reduced or covered in Town of Carleton Place facilities including: Carambeck Community Centre, Town Hall, Arena, Market Square, Canoe Club, Carleton Junction, and Pool.
- Loaning of municipal equipment or special events supplies
- Staff support for pre and/or post programs/events/festivals set up

Special One-Time Funding

- Council has the discretion to provide funding on a one-time basis to projects which fall outside the Program's parameters.

Priorities for Funding:

- Arts, Culture and Heritage projects or events
- Community Events/Festivals/Programs
- Special Events

Note- Application must be received by February 28th of each year. Should there be funding available after the first intake, a second intake will take place until August 31st of each year. As such; it is recommended to have your organization's application submitted as soon as possible to avoid disappointment.

Please email applications to: Jessica Hansen- jhansen@carletonplace.ca or drop off to the Carleton Place Arena- 75 Neelin Street.

Applications are reviewed within two (2) weeks of the intake deadline. Town Council reviews recommendations based on committee decisions within two (2) weeks of Committee Review. Therefore, applicants should not expect to receive a decision until three (4 weeks after the application deadline.)

Eligibility Criteria:

1. Projects that are recreational, cultural, festival or social in nature that provide for equal opportunities and access to participation for Town of Carleton Place residents or offer the potential to attract tourists to the area.
2. All requests for Town Municipal Facilities, Equipment and Staff will be considered **before** requests for financial support. *Rationale- This support can be easily tracked and monitored. Monetary donations are broad requests and there is a lack of ability to track exactly where the funding was spent.*
3. Programs/events/festivals should be affordable and accessible to all residents of all ages in the Town of Carleton Place.
4. Grants are only intended to be supplementary to an organization's main sources of funding. The applicant must be making a minimum contribution of 50% through other financial and in-kind support (i.e.: fund-raising and volunteer support.) This must be clearly shown in the applicant's budget.
5. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.
6. Guaranteed funding is only for the fiscal year in which the applicant has applied. It is not to be considered as a commitment by the Municipality to continue such assistance in future years.
7. Council will not support any grants that are not approved by the Community Enrichment Program Committee.
8. Applicants that receive a monetary donation over \$500.00 will be required to complete the Post Project Report Form, which requires detailed information on where the funding was spent. Applicants should keep all receipts as they may be requested to submit them as part of the Final Report. No applicant shall receive a grant that exceeds \$1 500.00.

Note: Applicants may only apply to the Community Enrichment Program for one program/ event per year.

Special consideration will be given to special events/festivals/programs that are in their inaugural year.

Exclusions:

1. Individuals and businesses are not eligible to apply for the Community Enrichment Grant Program.
2. Organizations that may be located within the Town of Carleton Place, but are more regionally oriented, or that represent or service a special interest group shall not be considered for a municipal grant under the Community Enrichment Grant Program.
3. Consideration will not be given for grant requests from recreational sports groups to sponsor an individual athlete or team for a competition/tournament.

Application Guidelines:

All grant applications shall be submitted on the "Community Enrichment Grant Application Form" and directed to the Recreation and Culture Department. The application shall include:

1. A completed application form, with all information provided.
2. A brief description of the programs/events/festivals; including objectives of the event/project, or the benefits to the community resulting from the program/event/festival's expected date of completion.
3. Budget for the event/project (please use the attached "Community Enrichment Grant Application Budget Form".)

Applicants who have questions about eligibility or any aspect of the application should contact the Recreation and Culture Department before completing the "Community Grant Application Form."

Municipal Review of Application:

1. Applicants will be reviewed by the Community Enrichment Program Committee on a regular basis until all funding is allocated. Only completed applications with all supporting documents will be considered. Incomplete applications will not be considered for funding and the committee will not follow up to request missing information.
2. Applicants should receive a response within four weeks of deadline, therefore it is important to consider this timeline before submitting an application.
3. All grants will be assessed in terms of the need for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response

Carleton Place *Community Enrichment Program Application Form*

1. Name of the organization: _____

Address: _____

Telephone: _____

Contact Person's Name: _____

Title: _____

Telephone: _____

E-Mail: _____

We are requesting the following:

Municipal Facilities/Equipment/Staffing Support (in kind)

A monetary donation (financial support)

2. What is the main sector your organization serves, or the purpose of your application?

Arts, Culture & Heritage

Special Events

Tourism Development

Other - provide details: _____

3. Event or project title: _____

Date of event or project completion date: _____

4. Describe the project for which you are requesting funding (if more space required, attach a separate sheet.) _____

5. Total Amount Requested \$ _____

It is important to ensure your application includes all of the following documents.

Required List of attachments

Community Enrichment Program Application Form

Brief description of the organization

Community Enrichment Program Application Budget Form

CORPORATION OF THE TOWN OF CARLETON PLACE - *Community Enrichment Program Budget Form*

Anticipated Funding Sources / Revenue:

Requested Contribution \$ _____
Your Contribution \$ _____
Anticipated Income (admissions, sales, etc.) \$ _____
Other Government \$ _____
Public Support \$ _____
Private Support \$ _____
Please specify Private Support: _____
Other Sources: _____ \$ _____
Please specify Other Sources: _____

TOTAL REVENUE: _____

Expenses (goods, services & other):

Project Costs (please list):

1. Project Item: _____ - Project Item Cost: _____
2. Project Item: _____ - Project Item Cost: _____
3. Project Item: _____ - Project Item Cost: _____
4. Project Item: _____ - Project Item Cost: _____
5. Project Item: _____ - Project Item Cost: _____

TOTAL PROJECT COSTS: _____

Rental Fees

Permits

1. Permit Item: _____ - Permit Cost: _____
2. Permit Item: _____ - Permit Cost: _____

Equipment

1. Rental Item: _____ - Rental Item Cost: _____

2. Rental Item: _____ - Rental Item Cost: _____

TOTAL RENTAL COSTS: _____

Advertising

1. Advertising Item _____ - Item Cost: _____

2. Advertising Item _____ - Item Cost: _____

TOTAL ADVERTISING COSTS: _____

Transportation

1. Transportation Item: _____ - Transportation Cost: _____

2. Transportation Item: _____ - Transportation Cost: _____

TOTAL TRANSPORTATION COSTS: _____

Other:

1. Item: _____ - Item Cost: _____

2. Item: _____ - Item Cost: _____

TOTAL OTHER:

TOTAL EXPENSES:

CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Final Report Form

This form must be submitted within 30 days of the completion of the program/event/festival. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

Name of Organization	Telephone #
Email Address	Website Address
Who benefitted from the funding?	
How many people attended the event? Of this, how many were paying attendees?	
Date of the Event	Location of the Event
Describe the benefit that this event/program provides to the Town of Carleton Place	
Was this event a financial success? If not, why not? (Financial Statements may be requested)	

DECLARATION

I, the undersigned, declare that I have been authorized to file this report and that to the best of my knowledge, all answers provided in the report, as well as the information contained in the document and materials attached to it, are true and complete.	
Print Name	
Title	
Date	
Phone #	
Email	
Signature	