



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Application Form

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, 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.

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.)
5. All funding shall be for future projects. Retroactive funding will not be considered.
6. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.
7. 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.
8. Council will not support any grants that are not approved by the Community Enrichment Program Committee.
9. 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. No applicant shall receive a grant that exceeds \$1 500.00.

Note: 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.
- Corporation of the Town of Carleton Place

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 submission, 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.



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Community Enrichment Program Budget Form

Anticipated Funding Sources / Revenue:

Requested Contribution	_____	\$ _____
Your Contribution	_____	\$ _____
Anticipated Income (admissions, sales, etc.)	_____	\$ _____
Other Government / _____	_____	\$ _____
Public Support	_____	\$ _____
Private Support _____	_____	\$ _____
<i>(please specify)</i>	_____	\$ _____
Other Sources _____	_____	\$ _____
<i>(please specify)</i>	_____	\$ _____
TOTAL REVENUE		<input type="text"/>

Expenses (goods, services & other):

Project Costs <i>(please list)</i>	-	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
Rental Fees	-	\$ _____
Permits <i>(please list)</i>	-	\$ _____
_____		\$ _____
Equipment <i>(please specify)</i>	-	\$ _____
_____		\$ _____
Advertising	-	\$ _____
Transportation	-	\$ _____
Other <i>(please specify)</i>	-	\$ _____
TOTAL EXPENSES		<input type="text"/>

*Please ensure that the budget balances (expenses = revenue)



any additional requested in-kind grants (use of municipal property, permitting fees, port or loan of equipment or material):

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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? How many paid attendees did you have?	
Date of event	Location of event
Describe the economic benefit that was provided to the Town of Carleton Place?	
Was the event a financial success? If not, why not? (Financial statements may be requested)	

Corporation of the Town of Carleton Place

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.	
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Print Name	
Title	
Date	
Phone #	
Email	
Signature	

Please attach copies of any marketing/advertising/promotional materials acknowledging the support of the Town of Carleton Place for the sponsorship of this program/festival/event.