



Legacy C.H.E.S.T. Fund Grant Application

City of Kawartha Lakes

Community Services

50 Wolfe Street

Lindsay, Ontario K9V 2J2

705-324-9411 extension 1300

Please provide the year the grant is requested for (i.e. January 1 to December 31, 2017)

Please state the amount that you are requesting through the grant:

Section A: The Applicant

The application is made by a:

- Partnership (between two or more organizations)
- Sponsored Applicant
- Single Organization

Name of Applicant/Sponsoring Organization:

Mailing Address:

City/Town/Village

Province:

Postal Code:

Grant Contact Person:

Organization Telephone:

Contact Telephone:

E-Mail Address:

Is the signed Sponsor Agency Agreement letter attached?

Yes

No

Registered Charity or Non Profit Incorporation Number: (required) *

We are applying to the sector of: (select all that apply) *

Arts and Culture

Environment

Sports and Recreation

Social Services

Extenuating Circumstances

Outline a brief history of your organization (include the mandate and the mission statement). If this is a partnership or collaborative, provide the information for all organizations. Include the current year's activities or services.

If your organization has a paid membership, please indicate the total number of paid members at the time of your application:

Who else provides this service in the community? (if others provide this service please explain how you will work together and how this proposal differs).

Section B: The Project

What is your project? (please attach additional pages if required)

Location of the project?:

Who will carry out the work?

Will volunteers be involved with this project and how?:

If yes, estimate the number of hours volunteers will be used:

Grant Application Workplan - Appendix A

Provide a completed Appendix A - Grant Application Workplan (found on City website). Indicate who will be responsible for carrying out these initiatives.

Who will benefit from this project and why?

Section C: Financing the Project

Complete an Appendix B - Grant Application Budget (found on City website) indicating exactly what the Legacy C.H.E.S.T. funds will cover in relation to other funders (if any). Include any In-Kind Donations from other sources.

Provide two (2) or more quotations for purchased service or materials for **each** component of the project to help account for the requested funding. Please be aware that 'all' quotes/estimates must be in writing.

In the event fewer than two (2) quotes or no quotes are available a full explanation explaining the reasons why is required.

In the event of program user charges, include all information about ticket or admission fees, audience target, audience target numbers and structure. Indicate attendance of previous year, revenue/profit, expenditures, ticket prices and admission fees.

If Legacy C.H.E.S.T. Funding is awarded to your organization and the program/services rendered generate a profit through program proceeds, how will the proceeds be used?

Wherever practicable, grant applications must include a detailed breakdown and prioritization of component costs, particularly for those applications that comprise a number of smaller projects. This prioritization will provide a guideline to the Legacy C.H.E.S.T. Fund Grant Committee in the event that only partial funding can be awarded.

If applicable, prioritize your request here:

Outline how this project will be funded in future years without the need for Legacy C.H.E.S.T. funding:

Section D: Conditions of Grant

If the grant request is successful the Applicant agrees to the following:

- If the grant request is not used for the project, events, or activities described in the application, or if there are any misrepresentations in the application, the full amount of the grant (including any interest earned, if applicable) will be returned by the Applicant, made payable to The City of Kawartha Lakes and will be returned to the Legacy C.H.E.S.T. Fund Grant Committee for deposit back to the respective reserve fund.
- No changes are to be made with respect to the funding of the project from that described in the application without the approval of the Legacy C.H.E.S.T. Fund Grant Committee.
- The Applicant will keep proper books of accounts of all receipts (proof of payment in the form of invoices/receipts and bank statements) and expenditures relating to the project, event or activity for which the grant was given and will retain these documents for a period of at least seven (7) years.
- The Applicant will allow the City Treasurer, or a delegate, to examine any records of the Applicant to ascertain that the funds granted by the Legacy C.H.E.S.T. Fund Grant Committee/City to the Applicant have been properly expended for the purposes herein described.
- If projects, events or activities described on the Applicant's application are not commenced or are not completed and there are grant funds on hand, or are completed without requiring the full use of the grant, such funds (including any interest earned, if applicable) will be returned by the Applicant, made payable to The City of Kawartha Lakes and be given back to the Legacy C.H.E.S.T. Fund Grant Committee for deposit back to the respective reserve fund.
- Should the Applicant receive grant funding and subsequently disband, the Applicant must immediately advise the City of Kawartha Lakes and the Legacy C.H.E.S.T. Fund Grant Committee to ensure grant funds are returned as outlined above.
- The Applicant commits to completing a post-project financial report upon the completion of the project to identify the complete expenditures of the project and the measured results of the project. The deadline for reports to be received are as follows:
 - Events - within sixty (60) days of completion
 - Major projects/enhancements - upon completion of the project or at the end of the application year.

Section E: Declaration

Please check the boxes below to confirm you have read and agree to the conditions:

- I/we have read and agree to the following conditions associated with the council approved policy provided with this application
- I/we confirm that the information contained in this application is true, accurate and complete.
- I/we realize that if this application is approved our organization(s) will be required to enter into a formal agreement with the City of Kawartha Lakes and agree to the grant's terms and conditions.

Name and position of principle officer of the organization

Signature:

Date:

Name and position of principle officer of the organization

Signature:

Date:

Please ensure you include the following information and documentation when submitting your application:

- A budget for the upcoming year.
- A financial statement for the previous year (for grant applications over \$25,000.00 the statement must be audited or accountant reviewed)
- A year-to-date financial statement.
- A statement disclosing all assets, trust funds, and reserve funds and any anticipated year-end surplus.
- Current operating budget (If a partnership, include operating budgets of all organizations.)
- Supporting Workplan and Project Budget.
- Supporting documents (if changes to a building structure, include ownership of building, if project costs are based on a report include the report).
- Two (2) or more quotes/estimates for each component of the project.
- A list of your current Board of Directors (include names, positions, addresses, and telephone numbers).
- List three references (outside individuals who are familiar with your organization and its work. These references should be provided with a copy of your application so they will be knowledgeable about your request and the reason for it.)
- A cover letter on the lead organization's letterhead indicating the date the submission of this application was approved by the governing body.
- If this is a partnership, include how decisions will be made and conflicts will be resolved among the groups. This Dispute Resolution Protocol is to be signed by all members of the partnership (if applicable).
- Please keep a copy of your application for your records during the application process.

Please submit the completed application with all documents outlined in Appendix C - Grant Application Checklist.

Please retain a copy of your application for future reference.

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.

Thank You

On behalf of the Legacy C.H.E.S.T. Fund Grant Committee thank you for taking the time to submit your application.