



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:

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

Name of Applicant/Sponsoring Organization:

Mailing Address:

City/Town/Village:

Province:

Postal Code:

Grant Contact Person:

Organization Telephone:

Contact Telephone:

Email:

Is the signed Sponsor Agency Agreement letter attached?

- ☐ Yes
- ☐ No

Registered Charity or Non Profit Incorporation Number:

We are applying to the sector of:

- ☐ Arts and Culture
- ☐ Sports and Recreation
- ☐ Environment
- ☐ 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 explain how you will work together or how this proposal differs).

Section B: The Project

What is your project? (Please attach additional numbered 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:

Provide a completed Time Management Work Plan (Appendix "A" attached). Indicate who will be responsible for carrying out these initiatives.

Who will benefit from this project and why?

Section C: Financing the Project

Complete a Project Budget (Appendix "B" attached) 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 services 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 outlining the reasons why is required.

If the grant proposal is for a repeat project/event provide the past actual expenditures and income.

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:

- a. If the grant 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 it will be returned to the Legacy C.H.E.S.T. Fund Grant Committee for deposit back to the respective reserve fund.
- b. 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.
- c. 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.

- d. 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.
- e. 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.
- f. 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.
- g. 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 follow the 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 principal officer of the organization:

Signature:

Date:

Name and position of principal officer of the organization:

Signature:

Date:

Please review the checklist as attached as Appendix "C" to ensure all required documents have been included in your package.

Please retain a copy of your Application and of the Post Project Financial Report (Appendix "D") for future reference.

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

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.