

## **COMMUNITY GRANT PROGRAM**

### **PURPOSE**

1. The Town of Bracebridge recognizes the valuable contributions being provided through not-for-profit organizations and other community groups on behalf of the citizens of Bracebridge. Community grants provided by the municipality demonstrate the Town's on-going commitment to working with organizations that provide beneficial projects for the community.
2. Eligible local community groups and not-for-profit organizations are encouraged to apply for funding to support specific projects or one-time initiatives. Please note that this program is not intended to provide ongoing operational or base funding.
3. The 2026 Community Grant Program is intended to assist local community groups and not-for-profit organizations that meet the program's eligibility criteria. Grants of up to \$2,000 are available to support approved projects, with grants above this amount potentially available under exceptional circumstances and dependent on program demand in a particular year.

### **GENERAL CRITERIA**

4. Consideration will be given to community organizations that demonstrate that the use of Town of Bracebridge funds will go toward a specific project within the 2026 calendar year that directly benefits the residents of the Town of Bracebridge. Applicants need to create opportunities for the Town's contribution to be publicly recognized.
5. The application must be completed in full. Applications that are submitted past the deadline will not be accepted.

### **EVALUATION**

6. Qualifying submissions will be evaluated on the following criteria:
  - 6.1. **Community Impact**

The project clearly addresses one or more of the following community components of the 2022-2026 Council Priorities, with measurable benefits for Bracebridge residents:

    - I. Support housing supply and affordability;
    - II. Enhance climate action and protection of our natural environment;
    - III. Encourage long-term economic development and growth; and
    - IV. Support community vibrancy, health and well-being.
  - 6.2. **Organizational Alignment & Capacity**

The organization's mission aligns with the project.
  - 6.3. **Volunteer and Community Engagement**

The project meaningfully involves volunteers and fosters community participation or collaboration.
  - 6.4. **Financial Responsibility and Sustainability**

The budget is clear and realistic, with appropriate use of funds. Other financial support will be taken into consideration.
  - 6.5. **Relevance to Bracebridge**

The project is tailored to the needs of the Town of Bracebridge and its residents.

### PROCEDURES

7. The application and evaluation procedures are as follows:
  - 7.1. Completion of the Community Grant Application Form, including submission of supporting documentation;
  - 7.2. Review of the application by Town Staff based on the abovementioned evaluation criteria;
  - 7.3. Recommendations made to Council through annual budget consideration process, which takes place in November;
  - 7.4. Communication of the Council decision from staff to applicant regarding the approval/decline of the application will be sent in January; and
  - 7.5. Creation of a Media Release / Photo Opportunity with the Mayor and Community Grant Recipients.

### DEADLINE

8. Completed application forms for 2026 grants must be received by no later than September 9, 2025, at 4:30pm.

<b>GENERAL ORGANIZATION INFORMATION</b>	
Organization Name:	
Contact Name:	
Mailing Address:	
City/Town:	Postal Code:
Telephone:	Cell:
Email:	
Website:	
Briefly state your organizations mission/goals:	
Number of volunteers:	
Does the organization operate as a not-for-profit? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Is the organization incorporated? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
If yes, please give date of incorporation:	
Does the organization have charitable status? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
If yes, please provide charitable tax number:	
Are fees charged for membership or for any of the services/activities you provide? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
If yes, please explain:	
Does anyone other than Town of Bracebridge residents belong to your organization, or benefit from your services/activities? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
If yes, please explain:	

### GRANT INFORMATION

Amount requested for this grant: \$

Please indicate how the grant funds will be used:

### EVALUATED CRITERIA - COMMUNITY IMPACT

Please check all that apply and briefly state how your submission falls within the Council Priorities.

Support housing supply and affordability ☐ Yes ☐ No

Enhance climate action and protection of our natural environment ☐ Yes ☐ No

Encourage long-term economic development and growth ☐ Yes ☐ No

Support community vibrancy, health and well-being ☐ Yes ☐ No

### PROGRAM INFORMATION

Attach supporting information (maximum 2 pages) that helps to illustrate your organization's programs and activities, and how they benefit the community.

**If you received a Community Grant from the Town of Bracebridge in the current calendar year, please briefly describe how the funds were used.**

### **FINANCIAL INFORMATION**

Attach the following financial information:

- Most recent year-end financial statements (showing comparison with previous year – audited if available).
- Budget for the project or initiative for which the funds are being requested.
- Budget for the organization for the year in which the funds are being requested.
- Indicate separately any funding requested or received from other levels of government and other agencies, and the status of each application.

### **PLEASE LIST ALL ATTACHMENTS**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### **FACTS YOU NEED TO KNOW**

- Completed application forms for 2026 grants must be received no later than September 9, 2024, at 4:30pm.
- Only those grant applications that are included within the adopted 2026 Municipal Budget and Business Plan are considered approved.
- After adoption of the 2026 Municipal Budget, funds will be released to the approved recipient organizations via EFT (Electronic File Transfer). You will be required at this time to provide the banking information for your organization for purposes of EFT.
- A grant in any year is not to be considered a commitment by the Town of Bracebridge to continue such assistance in future years.
- Recipients of grant funding will utilize the Town of Bracebridge logo for all of its promotional communication purposes, including programs, websites, emails, faxes, print advertising and other applicable media.

**DECLARATION:**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I am an authorized officer of the company and/or organization. I have the authority to make this declaration and to submit this application on behalf of the above named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**NOTICE OF COLLECTION**

Personal information is collected under the authority of the *Municipal Act, S.O. 2001* and *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, and will be used by the Town of Bracebridge in reviewing grant applications and other related administrative purposes for the Town of Bracebridge. Questions regarding the collection and use of this information may be directed to the Director of Corporate Services/Clerk at 705-645-5264 ext. 3200 during business hours.

**INSTRUCTIONS FOR SUBMISSION OF 2025 GRANT APPLICATION**

Please forward grant application form and supporting documents by September 9, 2024, at 4:30pm to:

Emily Timbers  
1000 Taylor Court  
Bracebridge, ON P1L 1R6  
Fax: 705-645-1262  
Email: [etimmers@bracebridge.ca](mailto:etimmers@bracebridge.ca)

Inquiries regarding this application form may be directed to:

Phone: 705-645-5264 ext. 3303  
Email: [etimmers@bracebridge.ca](mailto:etimmers@bracebridge.ca)