
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. Local community groups and not-for-profit organizations are invited to submit applications for specific projects or one-time funding. It is not the intent of this grant program to provide on-going base funding for community organizations.

GENERAL CRITERIA

3. 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 2025 calendar year that directly benefits the residents of the Town of Bracebridge.
4. Please complete the application in full.
5. The evaluation criteria includes scoring in the following areas:
 - 5.1. Organizational Mission
 - 5.2. Volunteer Engagement
 - 5.3. Other Revenue Sources
 - 5.4. Use of Funds
 - 5.5. Relevance to Bracebridge
6. Applicants need to create opportunities for the Town's contribution to be publicly recognized.

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 evaluation criteria;
 - 7.3. Recommendations made to Council through annual budget consideration process;
 - 7.4. Communication of the Council decision from staff to applicant regarding the approval/decline of the application;
 - 7.5. Creation of a Media Release / Photo Opportunity with the Mayor and Community Grant Recipients.

DEADLINE

8. Completed application forms for 2025 grants must be received by no later than September 9, 2024, at 4:30pm.

GENERAL ORGANIZATION INFORMATION	
Organization Name:	
Contact Name:	
Mailing Address:	
City/Town:	Postal Code:
Telephone:	Cell:
Email:	
Website:	
Briefly state your organizations mission/goals:	
Please attach a copy of your organizational structure (including Board of Directors, Executive Officers, Staff (indicating which positions are paid):	
Number of volunteers:	
Does the organization operate as a not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give date of incorporation:	
Does the organization have charitable status? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide charitable tax number:	
Are fees charged for membership or for any of the services/activities you provide? <input type="checkbox"/> Yes <input type="checkbox"/> No 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"/> Yes <input type="checkbox"/> No If yes, please explain:	

GRANT INFORMATION
Amount requested for this grant: \$
Please indicate how the grant funds will be used:
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: <ul style="list-style-type: none"> • Most recent year-end financial statements (showing comparison with previous year – audited if available). • Budget 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
<ul style="list-style-type: none"> • Completed application forms for 2025 grants must be received no later than September 9, 2024, at 4:30pm. • Only those grant applications approved by Council will be included in the 2025 Municipal Budget. • After approval of the 2025 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 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:

Amanda Charbonneau
Town of Bracebridge
1000 Taylor Court
Bracebridge, ON P1L 1R6
Fax: 705-645-1262
Email: acharbonneau@bracebridge.ca

Inquiries regarding this application form may be directed to:
Phone: 705-645-5264 ext. 3301
Email: acharbonneau@bracebridge.ca