

	<b>TOWNSHIP OF SOUTH STORMONT</b>	
	<b>Section: All Departments</b>	
	<b>Subject: Municipal Grant Application – Standard Operating Procedure</b>	<b>Date of Origin: August 9, 2017</b>

The Township of South Stormont provides, subject to annual budget approval, municipal funds and donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events.

**Corporate Statement:**

The Township of South Stormont wishes to ensure that municipal funds and donations in-kind granted to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events are distributed in an open, fair and accountable process and are beneficial to the community.

**Standard Operating Procedure (SOP):**

1. Applicants wishing to apply for grants and/or donations in-kind are asked to complete the applicable application that includes a brief history of the organization, list of board members (if applicable), detail of event/program and an outline of where and how the grant dollars and/or donations in-kind will be used. The most current financial statements of your organization is required to be submitted with your request.
2. The Director of Finance shall review each Municipal Grant Application to ensure that all of the necessary information is provided. Incomplete grant applications will be returned for further clarification and completion.
3. All applications are due on or before the last Friday in October.
4. Applicants will be notified by the end of November and grant dollars will be distributed after budget approval in February.

5. All grantees must, within 60 days after the completion of their event/program, provide the Township with a written statement, including supporting documentation, i.e. copies of receipts, outlining the use of the funds granted. Any unused funds shall be returned to the Corporation of the Township of South Stormont. Organizations will not be eligible for any future funding and/or donations in-kind should these requirements not be fulfilled.

**Procedures:**

1. The Municipal Grant Application form will be posted on the Township of South Stormont's website and will be available at the Township office.
2. All application forms must be received on or before the last Friday in October in order to be considered for the following year's budget.
3. The Director of Finance along with appropriate department directors shall review all completed Municipal Grant Applications and incorporate requests into operational budget considerations. These recommendations will then be reviewed and approved by Council.

# TOWNSHIP OF SOUTH STORMONT

## Municipal Grant Application

### INSTRUCTIONS:

Mail, email or deliver the completed application to:

P.O. Box 84, 2 Mille Roches Road  
Long Sault, ON K0C 1P0  
Tel: (613) 534-8889 Fax: (613) 534-2280  
Email: [info@southstormont.ca](mailto:info@southstormont.ca)  
**ATTENTION:** Finance Department

### INFORMATION:

Refer to the Municipal Grant Application Standard Operating Procedure (SOP) for more detailed information on eligibility and criteria.

If you require assistance completing this form, or have inquiries, contact:

Director of Finance, 613-534-8889 ext. 220 or [info@southstormont.ca](mailto:info@southstormont.ca)

### APPLICANT INFORMATION

Name of organization:	
Type of organization:	
Contact Person:	
Phone Number:	
Email address:	
Mailing Address:	
Telephone:	

Please attach:  
List of Board/Committee members (if applicable)  
Letter of support from organization benefiting from this grant

**Application deadline date: last Friday of October - late applications may not be considered.**

**Part 1: Information about the Applicant**

1. What is the status of your organization?

- Registered Charity
- Not for profit corporation (not registered as a charity)
- Organization
- Other (Explain)

2. What is the main sector your organization serves?

- Arts & Culture
- Human and Social Services
- Environment
- Sports and Recreation
- Other

A brief description of the organization:

**Part 2: Information about the Grant Request**

3. Application is for:

- Operational funding
- Project funding
- Capital funding

4. Total funds requested: \$ \_\_\_\_\_

5. Will you require donations in-kind, i.e. tables, chairs or use of hall

- Yes
- No

If so, please specify:

6. Overall budget for this initiative: \$ \_\_\_\_\_

Program, project or event description:

7. Provide a breakdown of the proposed expenses for the initiative (community based program, project or event), clearly identifying the use of the grant funds and/or donations in-kind requested, including a time frame indicating when you will require the funding (attach as many additional pages as necessary).

8. Has your group received a grant from the Township of South Stormont previously?

If yes, when?

South Stormont's contribution?

Briefly describe previous project(s):

9. Does your organization conduct fundraising activities? If so, list these activities.

**Part 3: Applicant's Declaration**

I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to provide all of the necessary information, as outlined in the South Stormont Municipal Grant Application – Standard Operating Procedure.

**AUTHORIZATION**

Date

Signature of Representative

Municipal Freedom of Information and Protection of Privacy Act  
Personal information provided by the applicant on the application form is collected for the purposes of the Township of South Stormont Municipal Grant Program approved by Council on an annual basis. The information will be used internally within the Township to administer your application.

As an authorized representative of

I, (please print)

attest that all information contained in this application is accurate to the best of my knowledge.