The Town of Fogo Island has adopted a “Community Grant Program” to provide limited financial assistance to community groups and organizations within the Municipality to assist with activities or special events. This support is in recognition of the value of these groups to the well-being and growth of the community and in helping the municipality retain a strong community focus.

**Funding Options:**

Each year, as part of the annual budget process, Council will determine the financial commitment to the “Community Grant Program”.

In addition to direct grants, “In Kind” grants will also be considered. “In Kind” grants may consist of the use of Municipal property at reduced or no cost, waiving of permit fees, municipal staff support, loan of equipment or material and insurance coverage.

**Categories for Funding**

1. Supporting Youth/Senior Events
2. Supporting Church Events
3. Community Beautification
4. Community Heritage and Culture
5. Tourism Development
6. Community Special Events

**Eligibility Criteria**

1. Grants will not be available to groups that have failed to comply with the reporting requirements from previous grants.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
3. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant. Similarly, organizations that are in a position to issue charitable tax receipts themselves shall not be considered for a municipal donation or grant, with the exception of in-kind rentals to church groups.
4. Larger organizations that may be located with The Town of Fogo Island but are more County of Lambton oriented organizations that represent or service a special interest group shall not be considered for a municipal donation or grant under the Community Grant Program.
5. One-time special requests for assistance will be considered on an individual merit basis. Examples of these types of requests would be flood or ice storm disaster relief requests either locally or on a broader scope.
6. The grant shall not be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group must show exploration of other financial support and option i.e. Fund-raising and volunteer support.
7. The Town of Fogo Island, through its grants process, will not contribute to outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the Municipality is owed funds, the municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.

8. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sports groups (with the exception of minor sports organizations); nor will funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.

9. There will be consideration given to providing donations to local elementary and secondary schools for special projects or events.

10. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current year – i.e. an allocation of assistance each year for a three year period.

11. Retroactive funding will not be considered.

12. No financial donations or grants will be considered unless specifically authorized by this policy. In making grants, the Municipality may impose such conditions as it deems fit.

Guidelines - Applications

All grant applications shall be submitted on the “Municipal Grant/Assistance Application Form” and directed to the Town Manager sixty days before the event, and shall include:

1. The name of the organization(s), and the contact information (name, address and telephone and fax number) of a person who can answer questions regarding the information submitted on the application:

2. Financial assistance or “In Kind” Donation requested;

3. If the request is for a Special Event, brief description of the event; including objectives of the event, or the benefits to the community resulting from the event;

4. Details on the Organization;

5. List of Executives of the Organization;

6. Other sources of funding;

7. Budget for the event/organization, and the financial statement from the previous years’ event or the organization’s financial statement from the previous year
   a. If report shows a surplus, a statement of intended use of the surplus
   b. If report shows a deficit, a statement as to how the deficit will be eradicated

Municipal Review

All requests for financial donations and grants will be considered having regard for the Municipality’s current budget. Under normal circumstances, only one request per organization is to be considered in a calendar year.
Applications will be reviewed for completeness, accuracy, compliance with this policy.

- Incomplete applications will be returned to the organizations, with a list of the additional information required.

- Applications that do not comply with the policy will be returned with an explanation as to why the request does not comply.

All grants/awards will be assessed in terms of the need for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response.

Staff is authorized to administer requests for donations of less than $200.00. Applications in excess of $200.00 shall be forwarded to council for final approval.

**Accountability**

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.

Accountability statements must be completed and submitted by December 31st of the year.

The statement shall include:

- a description of the completed event.

- a financial statement for the event, listing all expenditures and revenues pertaining to the event/project, and the use of the funds granted by the Municipality.

The statement is to be signed by a representative of the organization.

For Organizations -

The Year End Financial Statements are to be submitted by December 31 of the year following the grant.

**Municipal Liability Insurance Coverage**

In support of the efforts of volunteers, community groups and organizations, the Municipality may extend its liability insurance coverage to the directors and volunteers associated with community events. The insurance coverage offered would protect the organizers from third party liability claims by those who sustain an injury or property damage by participating in or attending the event.

Groups wishing to be covered under the Municipal Insurance liability coverage are required to provide details on the event, including the date, location, activities, names of volunteers and the directors
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(which is to include at least one Municipal Councillor), a copy of the operating budget, and how the proceeds from the event will be distributed. Within 30 days of the event, final financial information is to be submitted to the Municipality. The information provided will be submitted to Council and if the event meets the Municipal criteria, a resolution would be passed allowing them inclusion under our insurance program, and the group is informed of the coverage provided and the reporting requirements.

Application Dates:

Applications must be received prior to December 31st of the year prior to that of the event.

Administration:

This policy shall be administered by the Town Office, and is the primary responsibility of the Town Clerk.
<table>
<thead>
<tr>
<th>Name of Organization</th>
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<tr>
<td>Contact Person</td>
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<tr>
<td>Mailing Address</td>
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<tr>
<td>Telephone</td>
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### Assistance Requested (check appropriate box(s) and indicate dollar amount):

- Financial Grant $ 

**Details of In-Kind Assistance requested:** Note: For assistance other than direct financial grant, please outline details of request (i.e. type and estimated hours of staff support, facilities to be used, dates, equipment needed etc.)

- Fee Waiver/Use of Municipal Property/Facilities
- Staff Support
- Materials/Equipment
- Other
- Prize Donation
- Third Party Insurance Coverage
- Special Event - Brief Description of the event; including objectives or the benefits to the community resulting from the event

### Provide a brief outline of your organization, and indicate if it is incorporated as a non-profit organization.

- Incorporated – Provincial Registration Number ________________
- Not Incorporated
- Committee of Council

### What are the general objectives/services of your organization? (Please make reference to the categories for funding in the “Community Grant Program” policy)

### Does your organization provide a service to:

- All citizens
- A specific group (Specify)
- A specific area (Specify)

### In what geographical area does your organization operate?

### For what specific purposes are the requested grant funds to be utilized within your organization?

### Have you received funding from the Municipality in prior years?

- Yes
- No
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If so, provide details:

<table>
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<tr>
<th>Has your organization requested financial assistance in the last 12 months from other government organizations?</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Is so, please list with amounts received.</td>
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</table>

| List of the Executives of your Organization |
| Name: | Position or Office: |

| What other steps are being taken to provide revenue? (i.e. admission fees, fund-raising etc.) |

| Budget for the event/organization, and the organization’s financial statement from the previous year; or financial statement from the previous years’ event on the attached form. |
|---|---|
| ☐ For groups showing a deficit, a statement as to how the deficit will be eradicated | ☐ For groups showing a surplus, a statement of intended use of the surplus |

| Signature of Officer making application: |

| Name/Title of Officer making application: |

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<td>Email:</td>
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**Community Grant Program Policy**  
*Adopted September 20, 2011*

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**Statement of Revenues and Expenditures for _____________ to _____________.**

**Name of Organization:**

<table>
<thead>
<tr>
<th>Sources of Revenue (list separately) (include ticket sales, user fees, donations, fund raising events, service charges, including all municipal, provincial and federal grants, etc.)</th>
<th>Budget</th>
<th>Actual</th>
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**Total Revenues:**

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### Community Grant Program Policy
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<table>
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<th>Expenditures: (i.e. permit fees, printing etc.)</th>
<th>Budget</th>
<th>Actual</th>
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<td>Surplus or (Deficit)</td>
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<td>Surplus or (Deficit) from prior year</td>
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<tr>
<td>Cash on Hand</td>
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**Comments:**