

# CITY of BRANTFORD GRANT APPLICATION

FORWARD APPLICATION TO: BRANT COMMUNITY FOUNDATION



**Return 2 copies application and 1 copy of supporting material to:**

**Brant Community Foundation  
30 Brant Avenue  
Brantford, Ontario  
N3T 3G6  
Tel: (519) 756-2499**

**For information email: [info@brantcommunityfoundation.ca](mailto:info@brantcommunityfoundation.ca)**

Before you return this grant application, please check (√) that you have included the following:

Name of Applicant: \_\_\_\_\_

- Financial Statement (most recent or audited statement)
- Organization's Budget for Year
- Project Budget (if applicable)
- Board of Directors / Steering Committee
- Organization's By-laws (if new organization or bylaws changed)
- Contact Name/Phone Number/e-mail

Amount of Grant Requested \_\_\_\_\_

# Grant Guidelines for City of Brantford Grant Program (administered by Brant Community Foundation)

## Grant deadlines:

**\$5,000 cap grants:** last business day of the Brant Community Foundation in **March, June, September** and **December** of each year.

**\$10,000 cap grants:** last business day of the Brant Community Foundation in **March** and **September** of each year.

## **Purpose of grants program**

### \$5,000 Cap Grants:

To assist with funding to improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations

Applications will be rated on the following:

- ◆ Community Benefit
- ◆ Financial Need
- ◆ Financial Reporting and Controls
- ◆ Accountability of organization and clear identity and structure

### \$10,000 Cap Grants:

To assist with **SEED** and/or **CAPITAL** funding for projects that improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations.

To promote the self-sufficiency of community non-profit groups and programs by encouraging those in receipt of City Grants to become self-supporting

**The SEED/CAPITAL grants are not for funding of existing programs. Organizations may apply for \$5,000 Cap Grants to support ongoing operational funding.**

Applications will be rated on the following:

- ◆ Community Benefit
- ◆ Need for new program/project or capital items
- ◆ New organization/project/program
- ◆ Financial Need
- ◆ Financial Reporting and Controls
- ◆ Accountability of organization and clear identity and structure
- ◆ Sustainability (if applicable) and lasting improvements

## Guidelines

1. Applicants for the \$10,000 cap grants must complete the whole application form; applicants for the \$5,000 grants must complete the indicated portion only.
2. Applications to each of the grant programs may be made only once in a calendar year.
3. Grant Application form must be completed and all questions answered. Attachments may be added if additional space is needed, but the questions must be answered on the form for continuity when reviewing applications.
4. Grants should not be considered as a primary source of funding.
5. Applicants must demonstrate that they have fully explored other sources of potential funding.
6. Organization must show that it involves volunteers.
7. Programs offered must address identifiable needs and/or problem in the community; address

an under-serviced demand; represents an innovative approach to delivering service; and bestows some community benefit.

8. Grants will not be considered for profit-oriented organizations or activities.
9. Minimum of 75% of those served by the organization must be Brantford residents.
10. Partnerships with other community organizations will be encouraged.
11. The organization must have a clear identity.
12. The organization must have a governing body with identifiable structure and signing authorities.
13. The organizations must be able to monitor outcomes and be able to evaluate activities for which the grants were received.
14. Special Exceptions for \$5,000 cap funding requests:
  - a) **Special project or event** will be considered if the project or event will be of benefit to the City and promote more active community life; Given on a one-time basis only; No grant or subsidy will be given for any project where profit is anticipated. (See additional guidelines below)
  - b) **Banquets and receptions** will be considered on a one-time basis from; Organizations hosting a banquet/reception where the majority of those in attendance are from outside the City; Organizations not based in the City but the event / banquet / reception takes place within the City; a City representative shall be invited to attend any sponsored / partially sponsored event.
  - c) **Travel** when representing the City of Brantford will be considered when; the group / organization/individual is representing the City as direct result of success at municipal, provincial or national level; No funding will be provided for travel where the trip has been for their own benefit or experience; No assistance will be provided where event is part of the on-going activities and where municipal grants have already been provided to the group; Assistance is for travel expenses only – not for equipment or material purchases. (See additional guidelines and grant maximums below)
15. Funds must be used for the purposes specified on their grant application.
16. Applicants will be **required** to complete a final evaluation.

## **GRANTS TO INDIVIDUALS**

1. The individual is in some way representing the City of Brantford as a direct result of success at a municipal, provincial or federal level.
2. The individual is a resident of the City of Brantford
3. Any grant approved will only be for travel expenses
4. If the individual is part of a team [ie local hockey team, soccer team, dance group], any financial request for travel assistance shall be submitted by the team as a whole
5. If an individual has been selected for an All-Star or provincial team, the individual may apply for financial assistance for travel.
6. Activities for individual grants may include but not limited to the following:
  - sports/recreational activities
  - culture
  - arts
  - ethnic activities
  - native activities
  - historic activities

7. For travel grants to individuals the grant maximums are:
  - i) if the tournament/event/competition is held in Ontario, **\$300.** will be granted for travel;
  - ii) if the tournament/event/competition is held out of province but on the continent, **\$500.** will be granted for travel;
  - iii) if the tournament/event/competition is international, **\$700.** will be granted for travel.
8. For travel grants to teams the grant maximums are:
  - i) if the tournament/event/competition is held in Ontario, **\$1,200.** will be granted for travel;
  - ii) if the tournament/event/competition is held out of province but on the continent, **\$2,000.** will be granted for travel;
  - iii) if the tournament/event/competition is international, **\$2,800.** will be granted for travel

### **SPECIAL PROJECTS OR EVENTS GUIDELINES**

1. The event or project must have a direct benefit to the City and promote more active community life
2. Grants will only be given on a one time only basis
3. No grant will be allowed where a profit is anticipated except under the following conditions:
  - i) for a first time event or project under the auspice of a community or charitable organization [ie community show], a grant can be approved for ‘Seed’ funding. Any profit that may result from this event must be for charitable or community organizations and promoted as such.
  - ii) In the event that the organizing group is not a charity or community group, any profit derived from the project or event must be allocated for charity or community organizations and promoted as such.
4. A special project or event can include but not be limited to the following:
  - a) Celebration of a milestone event ie municipal or country centennial
  - b) Start up of a new community festival or community show
  - c) Publication of a community book of community interest. ie local historical review; church history
  - d) Celebration of a Royal Family or other celebrities visits

The following will **NOT** be funded:

1. Property tax will not be funded as a separate program.
2. Routine purchases of equipment for existing programs; increased complement of staff for existing programs or staff training for routine tasks. Capital grants will not be given for replacement equipment for existing programs.
3. Deficits or funding shortfalls resulting from programs of any kind which were undertaken without prior consultation.

Any requests that do not meet the criteria will be returned to the applicant. The applicant must return to the City of Brantford any unused grant funds. Decisions of the grants committee are final.



Application No.	

## CITY OF BRANTFORD GRANT APPLICATION FORM

**Please complete all sections of this form, number all pages, and submit two copies.**

*The City of Brantford grant program is administered by the Brant Community Foundation (BCF). This application and all information received from the applicant will form part of the minutes and records of the BCF which may be subject to review by the public. No information supplied can be considered confidential and the applicant expressly consents to release of information by the BCF regarding applications received, decisions made and other matters relating to the granting process.*

Name of Organization or Applicant: \_\_\_\_\_

Make cheque payable to (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Parent of applicant under 19 years of age): \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Total Organization Budget	Total Cost of Project	Amount Requested
\$ _____	\$ _____	\$ _____

We, the undersigned, declare that:

- ◆ we are Principal Officers of this organization
- ◆ we have been authorized to make this application on behalf of the organization.
- ◆ we agree that the information provided is true and accurate to the best of our ability.

**Principal Officer [or individual]**

**Principal Officer**

	<b>Signature</b>	
	<b>Print name</b>	
	<b>Address</b>	
	<b>Phone Number</b>	
	<b>Date Signed</b>	

## About Your Organization

Briefly state the history and purpose of your organization. Include the following information: founding date; whom it serves; volunteer base; staff; location; achievements.

*If applicable, please describe your sponsoring organization, as well as information about your own history and project.*

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## About Your Project/Funding Request

Clearly define how the grant funds will be used, including the following information:

**Purpose:** What will it specifically accomplish, and how does this relate to your overall aims? What are the main goals and purposes for which funding is requested?

**Dates:** What are the projected start-up and completion dates? (needed to determine final report date; state end date of project or date that final evaluation of grant can be reported)

Start Date:

Completion Date:

**Who Benefits:** How will this project benefit the Community? What specific population will benefit from your project?

**INDIVIDUALS OR TEAMS APPLYING FOR TRAVEL EXPENSES, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

How were you selected to participate in the competition, tournament or training and what was the level of competition (municipal, provincial or national)?

In what way are you representing the City of Brantford?

**Authorization**

Does your organization have a Board of Directors or steering committee? YES  NO   
 How often do they meet during the year \_\_\_\_\_? Are minutes kept? \_\_\_\_\_  
 Are the duties of the directors & executive documented and approved? YES  NO   
 (if request is from a steering committee, list those members)

POSITION	NAME
Chair/President	
Vice Chair/President	
Secretary	
Treasurer	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

**\*\*\*If you are applying for the \$5,000 cap funding, you have answered all the necessary questions. A budget must be attached and you may use the budget template at the end of the application if you wish.\*\*\***

**\*\*\*If you are applying for the \$10,000 cap funding, continue to the end of the application.\*\*\***

**Funding:**

1) What other funding groups have committed or will be approached? (*Details about other funding sources should appear in full on the **Project Budget** sheet.*)

2) If the application is for start-up funding, how will the project be financed in the future?

3) If you receive partial funding, how will you use the money you receive? Will it be possible to run the program/project with only partial funding?

**Is request for start-up funding for a new project?** YES  NO

**Does the program serve the entire City?** YES  NO

**Viability:** Why do you think this project will be successful?

**Do any private sector organizations provide similar services?** YES  NO

**If YES, explain why a non-profit approach is necessary:**



**Does another organization in the City provide a similar program?** YES  NO

**If YES, please list them:**

**Coordination:** Who in the community or elsewhere is working on this project? What will you do that is different from or better than existing programs? If it is appropriate, how will you coordinate with them?

**Evaluation:** How will you measure your success?

**Project Title:** \_\_\_\_\_

### Project Budget

#### 1. Estimated Revenue:

Please itemize all sources including: fees, donations, earned revenue, fundraising (specify), grants (specify), and City of Brantford grant.

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Revenue:** \$ \_\_\_\_\_

#### 2. Estimated Expenses:

Salaries/Fees/Honoraria  
Printing  
Materials/Supplies  
Advertising/Promotion  
Office Expenses (specify):

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (specify):

\_\_\_\_\_  
\_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

#### 3. Other:

Do you have a reserve fund? \$ \_\_\_\_\_

If so, state amount and purpose.