



City Grants Community Grants Program “City Grants” Full Guidelines

Updated: November 2025

Contents

Grant Program Description	2
General Eligibility	2
Demonstration of Community Benefit:.....	3
Alignment with Community Safety and Wellbeing Plan	3
Stream Descriptions & Funding Request Examples	4
Operating Stream: \$10,000 maximum.....	4
Start-Up / Capital Stream: \$15,000 maximum	5
Event Stream: \$5,000 maximum.....	6
Required Documents.....	7
Board of Directors of Steering Committee – Member List	7
Financial Statements.....	7
Annual Operating Budgets.....	8
Budget for Funding Request	8
Governance Documents	8
Common Reasons for Disqualification	9

Grant Program Description

The City Grants program was established to improve community wellbeing through support of programming related to a variety of sectors.

Funded by the City's revenue sharing agreement with OLG Casino Brantford and administered by the [Brant Community Foundation](#) (BCF), City Grants are awarded to qualifying local organizations based on specific eligibility criteria.

Calls for applications are launched twice per year (Fall and Spring). The online application portal, as well as application support resources, can be found at brantcommunityfoundation.ca

General Eligibility

- Applicants must be a non-profit organization.
- Applicants do not need to be a Registered Charity or an Incorporated Not-For-Profit to be eligible for the City Grants program.
- Applicants must be able to submit a complete application and provide the mandatory supporting documents:
 1. List of Board of Directors, Steering Committee, or Volunteer Committee members.
 2. Most recent financial statements (do not have to be audited).
 3. Annual budget for the current year.
 4. Budget for funding request (specific to project/program/event being applied for).
 5. By-laws, Terms of Reference, or other governance documents.
- Applicants must only submit one application per grant stream (Operational, Start-Up / Capital, Event) within a grant year (grant year runs from Fall to Spring).
- Applicants must demonstrate that the City Grant would not be their only primary source of funding, and that other sources of potential funding have been explored.
- Proposed projects must align with at least one of the City's Community Safety and Wellbeing Plan priority areas. The Plan is available at this link: <https://bit.ly/47Jaqgx>
- A minimum of 75% of those served by the proposed funding request must be Brantford residents.
- Successful applicants must use City Grants funding for the purposes specified in their application and must submit a final project evaluation and budget spending report.

Demonstration of Community Benefit:

- Proposed projects must be for the benefit of the Brantford community, not for an individual's or organization's profit.
- Applicants must demonstrate that their proposed project addresses an identifiable need in the community (such as addressing an underserved demand, providing an innovative approach to delivering a service or program, or engaging equity deserving individuals and/or groups).

Alignment with Community Safety and Wellbeing Plan

Applicants must explain how their proposed project aligns with one or more of the priority areas of the City of Brantford's Community Safety and Wellbeing Plan, including:

- Access to Healthcare: Projects that support access to equitable, timely, and coordinated healthcare.
- Food Security: Projects that strengthen local systems to increase access to affordable, nutritious food.
- Substance Use and Mental Health: Projects that contribute to education, prevention, treatment, and/or advocacy surrounding substance use and mental health, especially those that focus on individuals and groups most affected.
- Intimate Partner and Gender-Based Violence: Projects that contribute to education, prevention, and/or advocacy surrounding intimate partner and/or gender-based violence, especially those that focus on individuals or groups most affected (ex. 2SLGBTQ+ individuals and communities).
- Climate Change: Projects that promote sustainable practices and collective action to build environmental resilience.
- Truth and Reconciliation: Projects that foster respect, understanding, and equity in relationships with Indigenous communities.
- Housing Solutions: Projects that contribute to the local availability of and access to affordable and/or supportive housing.
 - Inclusive, Safe, and Vibrant Neighbourhoods.
 - Projects that contribute to community safety, inclusivity, connectivity, vibrancy, and/or creativity (for example: events, arts and culture, heritage, recreation, social activity groups, etc.).
- Projects that contribute to cultural learning, anti-discrimination, anti-racism, and/or accessibility (for example: trainings, education materials, community arts projects, community engagement activities, etc.).

- Economic and Community Investment: Projects that drive local economic growth and opportunities for a thriving community.
- Children and Youth: Projects that contribute to health, wellness, safety, and/or social inclusion of children and youth.
- Older Adults: Projects that contribute to the health, wellness, safety, and/or social inclusion of older adults and seniors.

Stream Descriptions & Funding Request Examples

Operating Stream: \$10,000 maximum

Description: All applications for the operational costs of launching new programs, ongoing operations of existing programs, or the expansion of existing programs must be submitted under this stream.

Examples of **eligible operational** expenses include but are not limited to

- Staffing.
- Supplies.
- Program materials.
- Food/items provided to community members (for example; food for programs addressing food insecurity).
- Rental fees.
- Utilities.
- Office supplies, postage.
- Website hosting fees.
- Advertising, promotion and/or marketing expenses.
- Sporting equipment provided for participants of recreational programming.
- Operational costs of attaining charitable status such as insurance, administrative costs, legal services, professional services.
- Operational costs for running non-religious programming in religious buildings. For example: operational costs directly related to running a meal program in a religious building is eligible for funding, including staff dedicated to running the meal program and food for the meal program.

Examples of **ineligible operational** expenses include but are not limited to:

- Applications from the same organization for the same activities in more than one grant stream per grant year.
- Leasehold improvements for rental properties.
- Gift cards.
- Funding to provide or add to endowment funds.
- Funding to cover operating deficits or retire debts.
- Fundraising costs.
- Funding for sectarian, religious, or political purposes.
- Expenses incurred prior to the adjudication decision date.
- Operational costs for running religious or political organizations.
- Operational requests related to religious activity.

Start-Up / Capital Stream: \$15,000 maximum

Definition: All applications for the expansion or renovation of a facility owned by the applying organization AND/OR the purchase, replacement or repair of equipment required to start-up a new program or expand an existing program.

Examples of **eligible start-up / capital** expenses include but are not limited to:

- Equipment; for example, freezers for the expansion of food programs.
- Renovation or expansion of buildings owned by the applying organization.
- Pre-development costs of construction projects; for example, city permit applications, site preparation, architecture work fees; limit of one application per project total, regardless of site changes.

Examples of **ineligible start-up / capital** expenses include but are not limited to:

- Leasehold improvements for rental properties.
- Capital purchases that support an existing program, service, or project **without explanation** of how purchases will support expanding the existing program.
- Capital campaigns.
- Purchase of land and/or buildings.
- Purchase of gift cards.
- Expenses incurred prior to the adjudication decision date.
- Requests related to religious activity; for example, repairs to religious buildings, even if non-religious programs are offered in these buildings, **are not** eligible.

Event Stream: \$5,000 maximum

Description: All applications for new or annual community events.

Examples of **eligible events** expenses include but are not limited to:

- Direct event-related costs including venue and equipment rentals, permits, and supplies (events must be open to the public, to all ages, and not-for-profit).
- Expenses can be, but are not limited to, City-related expenses (for example, rentals).
- Celebration of a milestone event (municipal or country centennial).
- Start-up of a new community festival or community show.
- Publication of a community book of community interest.
- Celebration of Royal Family or other celebrity visit.
- Recurring annual events.
- Brantford International Villages.
- Fundraising events.
- Parades, Runs/walks.
- Concerts, Festivals, Celebrations, Live entertainment.
- Environmental clean-ups.
- Community tree plantings.
- Event related rentals.
- Promotional items, signage.
- Food / supplies for events.
- Personnel for events.

Examples of **ineligible event** expenses include but are not limited to:

- Damage deposits.
- Deficits or funding shortfalls.
- Property taxes.
- Events that have occurred prior to funding being approved.
- Summer camp (summer camps are eligible under the operating stream).
- Private events.
- Events that incite any form of discrimination, hate, and/or violence.
- Recurring weekly events such as drop in programming (recurring weekly programming is eligible under the operating stream).

Required Documents

- List of Board Members
- Financial Statements.
- Annual Operating Budget.
- Budget for Requested Funds.
- Governance Documents.

Board of Directors of Steering Committee – Member List

- Include a list of members on your Board of Directors or Steering Committee, including Name and Position Title (Chair/President, Vice Chair/ Vice President, Secretary, Treasurer, Member).

Financial Statements

- Financial statements are documents that provide an overview of an organization’s overall financial health.
- There are websites that have examples of the below financial statements, as well as free templates you can use to create financial statements for your organization.
- Financial statements do not have to be audited.

Acceptable Financial Statements – Examples

One of the following examples is acceptable as a financial statement:

- Audited Financial Statements: Financial statements extensively reviewed by a Chartered Professional Accountant.
- Balance Sheets: Show an organization’s current assets, liabilities, and equity.
- Profit & Loss Statement / Income Statement / Statement of Operations: Shows an overview of an organization’s revenues, expenses, and net income over a specific period of time.
- Cash Flow Statement: Tracks the movement of cash into and out of the organization based on multiple categories; it shows where an organization’s money is coming from, and how it is being spent.

Ineligible Financial Statements – Examples

- Annual Budgets.
- Bank statements / balance.
- Statements lacking detail – for example, income statements with only total revenue and expenses that are not itemized.

Annual Operating Budgets

- A statement of expected revenues and expenses over 12 months.
- Annual budgets need to cover at least part of the current year.
- Need to show total operating annual revenue and expenses for the organization, not just the programming, project or event for which funding is being requested.
- Need to show itemized revenue sources and expenses.

Acceptable Operating Budgets - Example for applications submitted in 2025:

- January – December 2025 Organizational/Operating Budget.
- June 2024-May 2025 Organizational/Operating Budget.

Ineligible Operating Budgets – Examples - Example for applications submitted in 2025:

- Prior Year's Budget.
- Budgets that only contain items for the requested funding and not the entire operating budget (a Funding Request Budget is a separate requirement for the application).
- Budget that only contains expenses – must also show expected sources of revenue (such as other grants).

Budget for Funding Request

Budget specific to requested operating costs / project costs/ event costs.

- Include Estimated Revenue: ***Provide itemized sources and amounts*** of confirmed or estimated revenue such as fees, donations, earned revenue, and fundraising (specific), grants requested, funding confirmed and how much is being requested from the City of Brantford.
- Include Estimated Expenses: List items for which funding is requested and amounts, including salaries, fees, honoraria, printing, materials and supplies, advertising and promoting, office expenses, location or service fees.
- **The total of estimated expenses must equal the amount being requested.**

Governance Documents

A set of rules and procedures that govern how an organization operates.

Acceptable Governance Documents - Examples

- By-laws: outline an organization's structure, decision-making process, and rights and responsibilities of members and board.
- Terms of Reference: outline the purpose and structures of a committee or smaller group within an organization.

Ineligible Governance Documents - Examples

- Articles of Incorporation.

Common Reasons for Disqualification

Late Applications

- Grant applications close at a specified time on a specified day; to ensure every applicant has the same amount of time to apply, late applications cannot be accepted.

Missing Documents or Incorrect Documents

- Financial Statements.
- Annual budgets are not eligible as financial statements.
- Annual budgets need to cover at least part of the current year.
- Applications must contain an annual operating budget for the organization in addition to a budget specific to the funds requested.
- Intentionally blank documents.

Ineligible Funding Requests

- See list of ineligible requests in this document for each stream.

Applying to Same Stream as Previous Grant Round

- Applicants cannot apply for the same grant stream twice in one granting year
- A granting year runs from Fall to Spring; the first grant round takes place in the Fall
- Example: If an applicant applies to an Event Stream in the Fall Round, they cannot apply to the Event Stream in the Spring Round
- Applicants cannot apply for the same project under a different stream – this is considered a repeat application and will be disqualified.

Lacking Brantford Specific Impact

- If an applicant's organizational mandate extends beyond the municipal boundaries of the City of Brantford, they must demonstrate that at least 75% of the individuals and/or groups they serve through the requested funding are Brantford residents.
- If an application comes from an organization not based in Brantford, the application must be clear and specific about how the funds will be used to benefit Brantford.
- For example; stating that an event will be held in Brantford is not enough detail. Specific information about venue, dates, anticipated attendees, etc., is required in order to ensure that the funds will be used to benefit Brantford.