



CORPORATION OF THE COUNTY OF DUFFERIN

Corporate Services (Clerk's office)

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Application for Community Grant Above \$1,000

Deadline: February 12, 2021

This form is used for the Dufferin County Community Grants supporting organizations seeking funding of more than \$1,000.

Mandatory Requirements: (Pre-screening)

Applicants must be a registered not for profit or charitable organization, or partnered with one, and not a municipality. If you are partnering, you must attach a letter of support from the partner not for profit/charity and supply their registration number.

Project or organization cannot already be supported by the County of Dufferin.

Funding requests are limited to one application per organization.

Projects must benefit Dufferin County residents.

No attachments will be accepted other than those requested. Additional attachments will not be reviewed. Requested documents include:

Financial statements

Letter from partner registered not for profit/charity, if applicable

Report for previous DC Community Grant project, if applicable

The project must address one of the following County priority categories:

(you may indicate a primary and secondary, but no more than two)

- Diversity, Equity and Inclusion Initiatives
- Climate Action
- Cultural Enhancement
- Economic Development
- Youth and Seniors Services

Other considerations for organizations:

1. Project proposals must clearly indicate how the initiative will benefit the participants and/or the community.
2. This is a competitive process. Overall funding allocation may be decreased and funding requested by organizations may be granted in full, in part or declined, at the discretion of the assessment committee.
3. These grants are intended to support one-time funding opportunities/projects, not ongoing sustainability funding. Priority will be given to:
 - New projects (i.e. not to sustain an existing program as is)
 - New features or new beneficiaries of existing programs
 - Events that are not fundraisers (i.e. sponsorship)
4. The organization must be sustainable and able to operate without this grant funding. Financial Statements must be attached for the application to be accepted.
5. Grant applications are assessed by a committee created and managed by Headwaters Communities In Action. The committee has multi-sectoral representation, a solid knowledge of Dufferin County, an analytic skill set and a collaborative approach.

Eligible Expenses:

- Purchase of goods and services in keeping with the aim of the project
- Advertising and Marketing

Ineligible Expenses:

- Overhead or administrative costs not related to the project.
- Capital funding and infrastructure costs (i.e. that which depreciates, such as office furniture, fixtures, etc.).

Successful Grant Recipients – Reporting Requirements

After project completion, or by November 30, 2021, you will be asked to publish or submit a report sharing your story of how the Dufferin County Community Grant benefitted the community, with a photo and a minimum of 250 words outlining the program, impacts of the project and grant, quotes from beneficiaries and coordinators of the program, and contact information.

See a sample [here](#).

Organizations may also be subject to a project review, and required to submit invoices and proof of payment for goods and services. Please keep these records on hand.

A red asterisk (*) indicates a mandatory field that must be completed.

***TELL US ABOUT THE APPLICANT**

Organization Name:

Mailing Address:

Website:

***Primary Contact Details:**

Contact Name:

Title:

Phone:

Email:

*Is your organization registered as a non-profit or charitable organization? YES NO

*If YES, enter your not for profit/charitable registration number:

If NO, indicate your partner organization and their registration number, and be sure to attach their letter of support noted in Step 11 Attachments.

Partner not for profit/charitable registration number:

Partner organization name (if applicable):

GRANT AMOUNT BEING REQUESTED: *

\$ _____

1. Outline the mission of your organization. (max 200 words) *

2. Outline the purpose and objectives of your project. (max 500 words) *

3. Which one (max two) of the Dufferin County strategic priorities does this project address? Please briefly explain how. (max 250 words) * You must select at least one, maximum two. Indicate a primary and secondary.

4. How will the Dufferin community benefit from this project? Do not attach documents as a response. (max 500 words) *

5. What would be the direct impact of this funding on the project? * (E.g. number of people served, greater capacity, etc.) (max 500 words)

6. Provide details of any additional fund-raising activities planned to support this project. *
(max 250 words)

8. If there are any other comments that you would like to include that may assist Council when considering this application, please provide details here. (max 500 words)

9. If your project is already underway, please provide a brief summary of accomplishments to date. If not, please share a brief summary of accomplishments of your organization. * (max 250 words)

10. Did you receive a Dufferin County Community Grant last year? *

Yes

No

If yes, please provide an impact statement outlining how funds were spent and the impact on the community. (max 500 words) Please note this statement may be shared publicly. If you have issued a press release and/or any photos from the project, please attach.

11. Attachments:

1. Most recent year-end Financial Statement (Balance Sheet and Income Statement) of the applicant organization (if not for profit/charity) or partner organization.
2. A letter of support is mandatory if partnered with an organization for the purpose of this application.
3. Previous year grant impact statement press release or photos, if applicable.

In-Kind Contributions (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed?	Requested?
Examples: Public event meeting space, office materials, staff expertise.			x	
<i>Total:</i>				

Estimated Volunteer Support *

#of volunteers expected to be involved in this project: _____

Total hours of volunteer time expected to be contributed: _____

Please note the Submit Form button functions best in the Internet Explorer browser.

The personal information on this form is collected under the authority of the Municipal Act and will be used to determine your eligibility for the community grant program. Headwaters Communities in Action (HCIA) administers the community grant program in partnership with Dufferin County and information collected on this form will be shared with them. Questions about this collection should be directed to the Deputy Clerk at 519-941-2816 x 2505, 30 Centre Street, Orangeville.