

The Township of Lanark Highlands

Municipal Grant Application

Please read the policy and guidelines before completing the form and financial information.

YOU MUST COMPLETE THE APPLICATION FORM, INCOME STATEMENTS, BALANCE SHEETS AND ATTESTATION IN FULL. You may only apply for one grant within the year. All applications will be required annually.

1. Purpose of Grant

Community Grants are intended to support non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following;

- a) General operating and capital expenses including administrative costs and program-related expenses;
- b) Activities/functions generally occurring within the municipal boundaries;
- c) For programs, activities or functions addressing a community need, responding to an underserviced demand, or contributing to the positive image of the municipality.

2. Completing the Application Form

Only application forms completed in full, meeting all application requirements, and legible will be brought forward for the Community Grants Committee consideration. The time stamp in the municipal office is the official time for the deadline of submission. Applications received at 4:30 pm as shown on the time stamp in the Municipal Office are "on-time", whereas applications received after 4:30 pm as shown on the time stamp in the Municipal Office will be noted as late and not considered regardless of extenuating circumstances.

3. Funding Characteristics

- a) Municipal Grants from the Township of Lanark Highlands will be a one year term.
- b) Applications must be received by the Township no later than October 31st at 4:30 pm of each year. Where October 31st falls on a weekend, the deadline shall be the next business day at 4:30 pm.
- c) Please submit the application form as a PDF document. The financial statements can be submitted as a PDF, however the Township may request the original excel document. The attestation must be signed and can be submitted as a pdf document or in hardcopy. Completed applications can be e-mailed to the Township at lhreception@lanarkhighlands.ca, or a hard copy can be dropped off at Town Hall, located at 75 George St., Lanark, Ontario.
- d) Applicants will be notified of any allocation awarded following the final approval of the annual budget by Township Council. A payment for the amount awarded will be forwarded approximately one (1) month thereafter. Larger grants may receive quarterly payments at the discretion of the treasurer.
- e) Financial details and receipts shall be retained for the event, item or project upon which the grant funds were used. Upon request, those details may be required by the Township to ensure the expenditures were consistent with the application request.
- f) Council's decision is final and cannot be amended, appealed or contested in any way.



The Township of Lanark Highlands Municipal Grant Application

PART A: Municipal Grant Request - Summary

Name of Organization/Agency:				
Contact Person/Title:				
Phone Number:				
E-Mail:				
Mailing Address:				
Non-Profit Organization? Yes: No:				
Registered Charity? Yes: No:				
If yes, indicate the Charitable Registration Number:				
Name of Event/Program:				
Amount Requested: \$				
Prior Year Request: \$				
Prior Year Grant: \$				

PART B: Municipal Grant Request - INFORMATION

1)	Please briefly describe the organization's programs and services.		
2)	Please provide a statement of the organization's goals and objectives:		

3)	If Council approves the organization's Municipal Grant Request, what will the
	funding be used for?

4) Please provide a description of how the organization intends to measure the success of the program or service:

5) Will you be working jointly with other partners/stakeholders?

6) Does the municipality provide any other support, assistance or in-kind services to your organization?

7) How will the organization decrease the reliance on municipal funding?

8) Please identify how the Municipality's financial support will be acknowledged. If possible, provide examples.

9) Additional Information (Optional):

PART C: Municipal Grant Request – ATTESTATION

PLEASE PRINT THIS PAGE AND PROVIDE AUTHORIZING SIGNATURE. THIS FORM CAN BE PROVIDED TO THE TOWNSHIP AS A PDF OR HARDCOPY.

Name of Organization/Agency:
Contact Person/Title:
50md0t1 0:00.W1mio.
Dhana Numbari
Phone Number:
E-Mail:
Mailing Address:

Having requested financial assistance from the Township, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Township.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Township will be notified prior to making any amendments to the project description or planned activities.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures related to the program, services or project.
- E) That the organization will retain and make available for inspection by the Township or its auditors all records and books of accounts of the Organization upon request from the Township which may be made within 2 years of the grant award.
- F) That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Township funds on hand, or are completed without requiring the full use of the Township funds, those funds shall be returned to the Township.

- G) That the program or services not be represented as a Township program or service, and that the Organization does not have the authority to represent itself as an agency of the Township in any way, the only relationship being that the Township has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently disband, the Organization must dispose of their assets in a responsible manner that meets the approval of the Township.

SIGNING AUTHORITY

We certify that to our knowledge, the information provided in this application for a Municipal Grant is accurate and completed, and endorsed by the organization which we represent.

NAME (please print):	SIGNATURE	DATE
Authorized Signing Officer #1		
Authorized Signing Officer #2		

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note, that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of the corporate agendas and/or public consultation processes. Questions about the collection of personal information may be directed to the CAO/Clerk at (613) 259-2398 or CAO@lanarkhighlands.ca

PART D: Municipal Grant Request - FINANCIALS

- 1) Submission of the Organizations Statement of Operations is required, along with a balance sheet or statement of financial position.
- 2) If the organization is new, or the initiative is new, please submit along with the application a financial plan or budget for the initiative projecting the financial position to year end or the end of the initiative whichever comes latest.
 - If the initiative is a multi-year event, provide a multi-year budget/projection.

All financial statements shall include as a minimum;

- All Revenues
- All Expenses
- Any Assets
- Any Liabilities

^{*}The statements must balance in all cases.