



Purpose:

Volunteer organizations and/or community groups provide many services to the residents and taxpayers of the Township of Zorra. This policy is to establish criteria to allow the Township to financially assist those volunteer groups that provide programs, service and events for the betterment of the community that would otherwise not be provided.

Definitions:

Non-profit organization (NPO) shall mean a club, society, or association that is organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

Local Minor Sports Organization: to be eligible for minor sports status groups must meet the following criteria: a) be a non-profit. b) be guided by a constitution and bylaws governed by a Board of Directors. c) actively providing a program of activities for youth 19 years and younger. d) at least 40% of registrants must be residents of the Township of Zorra or within reasonable percentage for minor local organizations servicing equity-deserving groups (ie. girls' hockey) or providing unmet community needs (ie. para ice hockey)

Policy:

1.0 General Objectives

- 1.1 To establish a grants administration system which will be fair, effective and consistent.
- 1.2 To promote and enhance the volunteer component throughout the service delivery system in the Township of Zorra.
- 1.3 To ensure all applications are evaluated using an established set of criteria and that each application is considered on its own merit.
- 1.4 To ensure that a system of accountability is maintained between the applicant and the Township of Zorra.
- 1.5 Grants are intended to be supplementary to the main source of income and should not be considered as the primary source of funding. A grant in any year is not to be considered a commitment by the Township of Zorra to continue such assistance in future years.

2.0 Due Date

- 2.1 All grant applications shall be submitted to the Manager of Financial Services by 11:59 p.m. on September 15 to be included in the following year's budget discussions.

3.0 Grant Streams

3.1 General Operating Grant

The General Operating Grant is an opportunity for local community groups to receive grant funding to continue offering their services to the community.

This grant stream offers a total annual budget maximum of \$10,000, with \$2,000 maximum per group/request.

a) Eligibility

- i. Must be a non-profit organization
- ii. The organization must have been in existence for one (1) year and comprised of an independent volunteer board of directors.
- iii. The organization shall be a Zorra-based community group or provide service to the Zorra community that will utilize the funds to continue providing their event, program, or service to the Zorra community. The services provided must extend to the general public of the Township of Zorra and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian Charter of Human Rights and Freedoms.
- iv. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.

b) Ineligible for Funding

- i. Organizations which are profit-orientated;
- ii. Individuals;
- iii. Capital projects or expenditures;
- iv. Operating expenses relating to reoccurring expenditures, overhead, or general maintenance;
- v. Minor sport groups and/or affiliated junior teams (see section 3.2);
- vi. Organizations that haven't completed the post-grant requirements (see section 3.1e);
- vii. Requests on a retroactive basis, or for funding for past expenses or a project that is already complete;
- viii. Organizations that have a surplus and/or cash and investment balance of \$10,000.00 or greater;
- ix. Organizations that receive subsidies through other Township of Zorra policies;

- x. Applications received after the deadline;
- xi. Incomplete applications.

c) Required Documentation

In addition to the Township of Zorra's application form, the following documents must also be included:

1. A list of the organization's executive board members including name, position, contact information/phone/address and email address where applicable;
2. The most recent financial statement of the organization. This includes a balance sheet and revenue and expenditures summary;
3. An approved proposed budget for the year of the grant request.

d) Application Process

Applications are available year-round on the Township's website and may be advertised through the Township's social media and website.

The deadline for submission of applications is September 15 each year, to ensure that all requests are received in a timely manner within the municipal budget process.

Complete applications will be reviewed for eligibility according to the criteria set out in this policy. A summary of eligible application forms will be provided to Council as part of the budget process. Once the final budget is approved by Council, staff will make arrangements to award recipients their funding.

e) Post-Grant Requirements

Organizations awarded grant funding shall demonstrate how the grant funding was used, and how they recognized the Township's contribution. This must be submitted to the Township (via the Manager of Financial Services) before organizations can reapply in future years.

Use of the Township's logo for recognition purposes must be approved by the Township. The logo is available from the Deputy Clerk.

Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants and completeness of the post-grant requirements.

3.2 Local Minor Sports Grant

The Local Minor Sports Grant is an opportunity for local minor sports organizations to receive grant funding to assist them in offering their services to the community.

This grant stream offers each local minor sports organization funding of \$500 annually.

a) Eligibility

- i. Must be a non-profit local minor sports organization or affiliated junior team
- ii. The organization must have been in existence for one (1) year and comprised of an independent volunteer board of directors.
- iii. The organization shall be a Zorra-based community group that will utilize the funds to continue providing their program to the Zorra community. The program(s) provided must be extended to the general public of the Township of Zorra and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian Charter of Human Rights and Freedoms.
- iv. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.

b) Ineligibility

- i. Organizations which are profit-orientated;
- ii. Individuals;
- iii. Requests on a retroactive basis, or for funding for past expenses or a project that is already complete;
- iv. Organizations that haven't completed the post-grant requirements (see section 3.2e);
- v. Organizations that have a surplus and/or cash and investment balance of \$10,000.00 or greater;
- vi. Applications received after the deadline;
- vii. Incomplete applications.

c) Required Documentation

In addition to the Township of Zorra's application form, the following documents must also be included:

1. A list of the organization's executive board members including name, position, contact information/phone/address and email address where applicable;
2. The most recent financial statement of the organization. This includes a balance sheet and revenue and expenditures summary;
3. An approved proposed budget for the year of the grant request.

d) Application Process

Applications are available year-round on the Township's website and may be advertised through the Township's social media and website.

The deadline for submission of applications is September 15 each year, to ensure that all requests are received in a timely manner within the municipal budget process.

Complete applications will be reviewed for eligibility according to the criteria set out in this policy. A summary of eligible application forms will be provided to Council as part of the budget process. Once the final budget is approved by Council, staff will make arrangements to award recipients their funding.

e) Post-Grant Requirements

Organizations awarded grant funding shall demonstrate how the grant funding was used, and how they recognized the Township's contribution. This must be submitted to the Township (via the Manager of Financial Services) before organizations can reapply in future years.

Use of the Township's logo for recognition purposes must be approved by the Township. The logo is available from the Deputy Clerk.

Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants and completeness of the post-grant requirements.

3.3 Community Funds

3.3.1 Lakeside Triathlon Fund

The Lakeside Triathlon Fund is the funding received from MultiSport Canada as part of their consideration for the Triathlon Lakeside they organize annually. This funding is earmarked for community projects within the triathlon area of Lakeside and can be accessed through the grant process laid out below.

This grant stream offers a total annual budget maximum of \$2,000, if the fund has sufficient balance to accommodate. The fund balance cannot be in a deficit.

a) Eligibility

- i. Must be an individual, community group, or a non-profit organization
- ii. The applicant shall be a Lakeside-based community group or provide service to the Lakeside community that will utilize the funds to benefit the Lakeside community. The services provided must extend to the general public of the Lakeside community and should not exclude anyone by reason of race, religion, or ethnic background in accordance with the Canadian Charter of Human Rights and Freedoms.

- iii. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.

b) Ineligibility

- i. Projects that don't provide a benefit to the Lakeside community;
- ii. Organizations which are profit-orientated;
- iii. Requests on a retroactive basis, or for funding for past expenses or a project that is already complete;
- iv. Applicants that haven't completed the post-grant requirements (see section 3.3.1e);
- v. Organizations that have a surplus and/or cash and investment balance of \$10,000.00 or greater;
- vi. Organizations that receive subsidies through other Township of Zorra policies;
- vii. Applications received after the deadline;
- viii. Incomplete applications.

c) Required Documentation

In addition to the Township of Zorra's application form, the following documents must also be included:

- 1. A list of the organization's executive board members including name, position, contact information/phone/address and email address where applicable;
- 2. The most recent financial statement of the organization. This includes a balance sheet and revenue and expenditures summary;
- 3. An approved proposed budget for the year of the grant request.

Applicants not associated with an organization are not required to provide the additional documents noted above.

d) Application Process

Applications are available year-round on the Township's website and may be advertised through the Township's social media and website.

The deadline for submission of applications is September 15 each year, to ensure that all requests are received in a timely manner within the municipal budget process.



Complete applications will be reviewed for eligibility according to the criteria set out in this policy. A summary of eligible application forms will be provided to Council as part of the budget process. Once the final budget is approved by Council, staff will make arrangements to award recipients their funding.

e) Post-Grant Requirements

Organizations awarded grant funding shall demonstrate how the grant funding was used, and how they recognized the Township's contribution. This must be submitted to the Township (via the Manager of Financial Services) before organizations can reapply in future years.

Use of the Township's logo for recognition purposes must be approved by the Township. The logo is available from the Deputy Clerk.

Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants and completeness of the post-grant requirements.

4.0 Capital Projects

Capital projects will no longer be initiated through the grant process. All capital projects will be prioritized based on the Townships' Strategic Plan, Recreation, Arts, and Culture Master Plan, and the annual budget.

Next revision date: (every five years)

July 2031.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.



Community Grant Application – Operating

Township of Zorra
163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca

Application date: _____

Please indicate the grant amount you are requesting (max. \$2,000): _____

Organization name: _____

Date of project/purchase: _____

Please describe, in detail, how the funds will be used and the purpose of the financial request:
(Example: instead of requesting \$500 for equipment, specify \$300 for uniforms and \$200 for baseballs, etc.).

Contact Information:

Contact person (first name, last name): _____

Address: _____

Phone number: _____

Daytime contact number: _____

Email address: _____

Eligibility:

The following pre-requisites are **mandatory** to be considered eligible for the general operating grant:

- ☐ The organization is a non-profit
- ☐ The organization has been in existence for one (1) year or more. Established: _____
- ☐ The organization is based in Zorra
- ☐ The organization has explored other avenues of financial support
- ☐ The organization does not have a surplus and/or cash and investment balance of \$10,000 or greater
- ☐ The organization does not receive subsidies through other Township of Zorra policies

The following additional documents are also required for the application to be considered:

- ☐ I have attached the organization's executive board of directions (including name, position, and contact information)
- ☐ I have attached the organization's most recent financial statements (including a balance sheet and revenue and expenditure statement)
- ☐ I have attached the organization's approved budget for the year of the grant request

If the organization has previously received a grant from the Township, the post-grant reporting must have previously been submitted, or must be attached to this application, including:

- ☐ How the funds were spent
- ☐ How the Township was recognized for their contribution

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate and Protective Services at clerk@zorra.ca or 519-485-2490 ext. 7228.

Note: I understand by signing this application that the Township of Zorra makes no commitment to the payment of any grant prior to final Township Council approval.

Name/title

Signature

Send completed applications to the Township of Zorra Manager of Financial Services at kgrogan@zorra.ca or call 519-485-2490 ext. 7270 for assistance.

Application Due by 11:59 p.m. on September 15

The personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and in accordance with the provisions of MFIPPA. Personal information on this form will be used for the purposes for which it was collected. Questions about this collection of information should be directed to the Township of Zorra's office, 163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0. Phone 519-485-2490.



Community Grant Application – Local Sports

Township of Zorra
163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca

All approved applications will receive grant funds of \$500.00.

Application date: _____

Organization name: _____

Date of project/purchase: _____

Please describe, in detail, how the funds will be used and the purpose of the financial request:
(Example: instead of requesting \$500 for equipment, specify \$300 for uniforms and \$200 for baseballs,
etc.).

Contact Information:

Contact person (first name, last name): _____

Address: _____

Phone number: _____

Daytime contact number: _____

Email address: _____

Eligibility:

The following pre-requisites are **mandatory** to be considered eligible for the general operating grant:

- ☐ The organization is a non-profit local minor sports organization (as per the definition included in Policy 500-14) or affiliated junior team
- ☐ The organization has been in existence for one (1) year or more. Established: _____
- ☐ The organization is based in Zorra
- ☐ The organization has explored other avenues of financial support
- ☐ The organization does not have a surplus and/or cash and investment balance of \$10,000 or greater

The following additional documents are also required for the application to be considered:

- ☐ I have attached the organization's executive board of directions (including name, position, and contact information)
- ☐ I have attached the organization's most recent financial statements (including a balance sheet and revenue and expenditure statement)
- ☐ I have attached the organization's approved budget for the year of the grant request

If the organization has previously received a grant from the Township, the post-grant reporting must have previously been submitted, or must be attached to this application, including:

- ☐ How the funds were spent
- ☐ How the Township was recognized for their contribution

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate and Protective Services at clerk@zorra.ca or 519-485-2490 ext. 7228.

Note: I understand by signing this application that the Township of Zorra makes no commitment to the payment of any grant prior to final Township Council approval.

Name/title

Signature

Send completed applications to the Township of Zorra Manager of Financial Services at kgrogan@zorra.ca or call 519-485-2490 ext. 7270 for assistance.

Application Due by 11:59 p.m. on September 15

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Community Grant Application – Lakeside

Township of Zorra
163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca

Application date: _____

Please indicate the grant amount you are requesting (max. \$2,000): _____

Organization name (if applicable): _____

Date of project/purchase: _____

Please describe, in detail, how the funds will be used, the purpose of the financial request, and how the funds will specifically benefit the Lakeside community:
(Example: instead of requesting \$500 for equipment, specify \$300 for uniforms and \$200 for baseballs, etc.).

Contact Information:

Contact person (first name, last name): _____

Address: _____

Phone number: _____

Daytime contact number: _____

Email address: _____

Eligibility:

The following pre-requisites are **mandatory** to be considered eligible for the general operating grant:

- ☐ The applicant is a non-profit organization, community group, or individual
- ☐ The applicant is based in Lakeside or provides services to the Lakeside community
- ☐ The applicant has explored other avenues of financial support
- ☐ If applicable, the organization does not have a surplus and/or cash and investment balance of \$10,000 or greater
- ☐ If applicable, the organization does not receive subsidies through other Township of Zorra policies

Applicants associated with an organization/community group must also submit the following additional documents for their application to be considered:

- ☐ I have attached the organization's executive board of directions (including name, position, and contact information)
- ☐ I have attached the organization's most recent financial statements (including a balance sheet and revenue and expenditure statement)
- ☐ I have attached the organization's approved budget for the year of the grant request

If the applicant has previously received a grant from the Township, the post-grant reporting must have previously been submitted, or must be attached to this application, including:

- ☐ How the funds were spent
- ☐ How the Township was recognized for their contribution

Accessible Formats:

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Note: I understand by signing this application that the Township of Zorra makes no commitment to the payment of any grant prior to final Township Council approval.

Name/title

Signature

Send completed applications to the Township of Zorra Manager of Financial Services at kgrogan@zorra.ca or call 519-485-2490 ext. 7270 for assistance.

Application Due by 11:59 p.m. on September 15

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