

GRANTS TO ORGANIZATIONS

2020-21 COMMUNITY PARTNERSHIP PROGRAM FUNDING APPLICATION FORM



This program is available to community groups that organize or operate programs or events in the Town of Wolfville. The Community Partnership Program (CPP) aims to enhance the vibrancy of our town by supporting organizations whose programs and events benefit the community by promoting active living and exploration of the past to enrich the lives of community members.

Applications must be received by February 1st, 2020. Late applications will be disqualified. The maximum amount available through this program is \$2,000 per fiscal year.

Please complete the attached form and forward to below by February 1st, 2020:

Town of Wolfville
359 Main St.
Wolfville, Nova Scotia
B4P 1A1

Phone: (902) 670 0131
Fax: (902) 542 5066
Email: recreation@wolfville.ca

1) ORGANIZATION INFORMATION

Name of Organization:	_____	
Contact Person:	_____	
Mailing Address/PO Box:	_____	
City:	_____	(Postal Code) _____
E-mail Address:	_____	
Telephone:	(Work) _____	(Home/Cell) _____
Website Address:	_____	
Social Media Contact:	(Facebook) _____	(Twitter) _____
	(Instagram) _____	(Other) _____

Is your organization a registered charity? Yes No

If yes, what is your CRA Charitable Status Registration Number: _____

Is your group a non-profit organization? Yes No

Is your organization registered with Joint Stocks? Yes No

Did you receive funding last year through the CPP? Yes No

What percentage of this event/program takes place in Wolfville? _____

2) APPLICATION CHECKLIST (all information must be submitted)

- Completed application form.
- Proposed budget for event or program.
- Previous year's financial statements if applicable.
- Final report from the previous year if applicable.

3) EVALUATION PRINCIPLES

Applications will be evaluated using the following principles:

- Financial Sustainability & Management
- Community Benefit
- Active Living
- Heritage & Diversity
- Accessibility

Please detail how this program or event will meet these principles and the specific criteria established in *Appendix B of the Grants to Organizations Policy (attached)*. Applicants are encouraged to provide as much detail as possible so that staff may adequately evaluation each request. Please use a separate sheet of paper if necessary.

4) APPEAL

All decisions regarding the allocation of funding may be appealed to Town Council within 7 days of being notified of the decision of staff. Council's decision regarding the appeal shall be final.

5) CERTIFICATION

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

I certify that I have read the contents of Appendix B, that I understand the Community Partnership Program Guidelines, Evaluation Principles and Evaluation Criteria, and that my organization is qualified to receive funding through this program.

Name Title

Signature Date

Appendix B of the Grants to Organizations Policy (710-003)

Community Partnership Program Guidelines

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Community Partnership Program is designed to provide financial assistance to organizations that fall within Section 65 (au) of the *Municipal Government Act* that:

- a. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville, or
 - b. Coordinate and implement **local events** in the Town of Wolfville.
1. Requests for Funding must be submitted through the Town's Community Partnership Program.
 2. The deadline for applications will be February 28th. Subject to Section 5.3.6 a second round of funding may be called for in July with a deadline of August 1st.
 3. Late applications will not be considered.
 4. Applications can be submitted in the following ways:
 - a. Mailed to Town of Wolfville, 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to the Town of Wolfville, 359 Main Street, Wolfville, NS
 - c. Faxed to (902) 542 – 5066
 - d. Emailed to recreation@wolfville.ca
 - e. Complete an Online form and submit through our website
 5. All applicants are required to use a Standard Application Form. Application forms are available at Town Hall (359 Main Street), and online at www.wolfville.ca
 6. The applicant must meet the requirements outlined in section 65 (au) of the *Municipal Government Act* to be eligible for funding. The Town reserves the right to request additional information prior to distributing funding.
 7. Only one application per organization, per fiscal year, unless a second round of funding is called per section 5.4.6. The Town's fiscal year runs from April 1st to March 31st.
 8. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall and online at wolfville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
 9. Successful applicants will be notified by April 30th, for February 28th applications, and by October 31st, for August 1st applications.

EVALUATION PRINCIPLES

The following principles will be used to evaluate each application:

1. *Financial Sustainability & Management*
Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided by the Community Partnership Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.
2. *Community Benefit*
Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.
3. *Active Living*
Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.
4. *Heritage and Diversity*
Groups that explore our past to enrich the lives of community members.
5. *Accessibility*
Groups must demonstrate a commitment to programs and events that are accessible to all members of the community.

EVALUATION CRITERIA

All Community Partnership Grants – Minimum criteria

- Application is received on time.
- Applicant falls within Section 65 (au) of the *Municipal Government Act*.
- All documentation has been received, including (purpose of the project, description of the project, target demographic served, detailed budget, previous year's financial statements, confirmation of partner funding (if applicable), list of other revenue sources, final report from previous year etc.)
- Project takes place within the Town of Wolfville or has a strong presence in the Town.
- The Town's contribution should not exceed 50% of total revenue or expenses.