
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH STORMONT**

Title: Municipal Grant Application Policy	Effective Date: November 25, 2009
Resolution No.	Department: All Departments

The Township of South Stormont grants municipal funds to registered charities, not for profit corporations, public and private organizations, groups and individuals for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events through annual budget deliberations.

Policy Statement:

The Township of South Stormont wishes to ensure that all public funds granted to registered charities, not for profit corporations, public and private organizations, groups and individuals for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events are distributed in an open, fair and accountable process and to the best benefit of the community.

Policy:

1. All registered charities, not for profit corporations, public and private organizations, groups and individuals for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events are required to file a Grant Application in the approved form on or before the second Monday of February of the new budget year.
2. The Treasurer shall review each Grant Application to ensure that all necessary information is provided before the Grant Application is submitted to council for consideration. Incomplete Grant Applications will not be considered.
3. All Grantees must sign a Letter of Agreement in the approved form which specifies the terms and conditions of the grant, prior to the disbursement of any municipal funds.

4. All Grantees must, within 60 days after the completion of the grant, provide the Township with a written statement outlining the use of the funds granted and return any unused funds.

Procedures:

1. The Grant Application Forms will be posted on the Township of South Stormont's website or made available at the Township office.
2. All Application Forms must be received on or before the second Monday of February of the new budget year.
3. The Treasurer shall review all completed Grant Application Forms and present to council at a budget meeting for council's consideration.

Grant Application

Part 1: Information about the applicant

Name of Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Contact Person's Name: _____

Email: _____ Telephone No.: _____

1. What is the status of your organization?

- Registered Charity
- Not for profit corporation (not registered as a charity)
- Individual
- Other (Explain)

2. What is the main sector your organization serves?

- Arts & Culture
- Human and Social Services
- Environment
- Sports and Recreation

Part 2: Information about the Grant Request

3. Application is for:

- Operating funding
- Project funding
- Capital funding

4. Total amount requested: _____ \$

5. Overall budget for this initiative: _____ \$

6. Provide a breakdown of the proposed expenses for the initiative, clearly identifying the use of the grant funds requested, and including a time frame indicating when you will require the funding (attach as many additional pages as necessary).

7. Has your organization made other applications for funding from other sources, and what is the status of those applications?

8. Does your organization conduct fundraising activities? If so, list these activities.

Part 3: Applicant's Declaration

I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to enter into a formal, legally binding agreement (Letter of Agreement) with the Corporation of the Township of South Stormont that will outline the terms and conditions of the grant.

Name and signature of the Applicant, Chair or President of Board of Directors:

Name: _____ Title: _____

Signature: _____ Date: _____

<u>Office Use Only</u>		
Date Received:	Date Reviewed:	Initials:

**Letter of Agreement
Between
The Corporation of the Township of South Stormont**

(Hereinafter referred to as the "Township")

-and-

(Hereinafter referred to as the "Grantee")

Please read this Letter of Agreement carefully. It outlines the Township's expectations of the Grant and the Grantee obligations. By signing it, the Grantee legally agrees to the following terms and conditions.

1. Use of Grant Funds

Grant funds are not to be used by or for any organization or individual other than those specified in the Grant Application. The grant funds are to be used only for the purposes set out in the Grant Application. The grantee shall submit a written report outlining the use of the funds granted and amount remaining unspent.

Any unspent Grant funds must be returned to the Township within 60 days after each fiscal year end.

The Township may impose such other conditions as it deems fit and said conditions shall be set out in any attached Schedule.

2. Recognition of the Township

Grantees are required to publicly recognize the Township's support in any media releases, public announcements, and cheque presentations, acknowledgments on websites and at special events, interviews or other means of communication when dealing with the activities or achievements resulting from receipt of the grant.

3. Insurance

The Grantee agrees it will purchase and maintain adequate insurance, including property insurance, casualty insurance, and general liability insurance unless council grants an exemption for this requirement.

4. Termination

If this Letter of Agreement is terminated, the Township will withhold any further payments of Grant funds as may be outlined in a Schedule.

If this Letter of Agreement is terminated, the Grantee must repay any unspent portion of the Grant funds to the Township within 60 days of termination. The Grantee will repay the Township the Grant funds that the Grantee has spent, if in the Township's sole opinion, such funds have not been spent in accordance with the Application and this Letter of Agreement.

Any decision by the Township to terminate this Grant will be final and legally binding.

5. Modification

This Letter of Agreement and any of the attached schedules establishes all the terms and conditions of the Grant. It replaces all previous understandings and agreements.

The Grantee will immediately notify the Township of any changes to the Grant that might delay or stop the successful completion of the Grant.

Changes to this Agreement can only be made in writing. All changes require the signature of an authorized officer from the Grantee and a resolution of Council.

6. Reliance by the Township

The Grantee represents, warrants, agrees, and acknowledges that the Township has relied on the representations and warranties contained herein providing the Grant, and that the information contained in the application continues to be correct and contains no material misrepresentations.

IN WITNESS WHEREOF, this Letter of Agreement has been signed on behalf of the parties as of the dates indicated below. I have the legal authority to bind the organization in this Agreement.

Date

Title

Signature

Title

Signature