



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**Community Vibrancy Fund  
SMALL PROJECTS APPLICATION FORM**

Prior to completing an application, applicants must have read the Community Vibrancy Fund Small Projects Guidelines. Only completed applications will be considered. Lambton Shores Municipal Council has the sole authority to approve or deny applications.

Organization Name: _____
Funding Requested: _____

**1. Applicant Information**

1.1 Board of Directors

Please complete the chart below:

Name	Position	Term	Years Active

1.2 Provide details about the organization including the history, mandate, objectives and services provided, and geographic area of operation.

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1.3 Please confirm that membership to the organization is open to anyone in the Municipality of Lambton Shores:

- Yes, I confirm that membership is open to everyone
- No, membership is not open to everyone

1.4 Describe the organization's experience with successfully completing projects. Include details such as project management experience, budget management, etc. Provide examples of project completion and identify the experience of the individuals that will be involved in the project implementation.

**2. Project Description**

2.1 Provide a description of the proposed project, including the location where the project will take place.

2.2 Describe, in detail, who will benefit from the project. What is the target population that your project will support? How will you ensure that your project is open and accessible to all members of the general public?

2.3 Describe the need for the project, including identifying any gaps that exist. List any documented studies or reports that support the need for the project.

2.4 Demonstrate the community support received for the project. At least one letter of support from a local organization other than the applicant must be provided.

2.5 Have all necessary approvals, permissions and permits been granted for the project to proceed? If yes, please describe. If not, please describe the plan to receive the necessary approvals.

2.6 Describe the sustainability of the project, including how the project will be funded and operated over the life of the project.

2.7 Which funding category applies to this project:

- Energy sustainability
- Land stewardship
- Recreation projects
- Agriculture / Rural Affairs
- Arts / Culture / Community Heritage
- Community / Special Events
- Community Beautification / Environmental Awareness
- Supporting Youth / Seniors / Vulnerable Sector
- Tourism / Economic Development
- Funding for ongoing and/or annual cultural and/or historical events that promote tourism and/or historical significance to Lambton Shores, but does not include Canada Day Celebrations

### 3. Financial

3.1 Describe what the requested funds are being used for. **Note** that if approved, funds cannot be used for anything other than the stated purposes.

3.2 Describe the fundraising strategy and other funds that have been secured to support this project. List any funding partners.

3.3 Describe why Vibrancy Funds are needed for this project.

#### 4. Contact and Signature

Contact information of person completing this application

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

The information contained in this application is, to the best of my knowledge, true and correct. I acknowledge that the contents of this application will be discussed in a public forum.

\_\_\_\_\_  
Print name (person completing application)      Signature      Date

\_\_\_\_\_  
Print name (President or Chair of Board)      Signature      Date

*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 collected on this form will be used for the purpose of the administration of a Vibrancy Grant in the Municipality of Lambton Shores. If you have questions about this form, please contact the Municipality of Lambton Shores Community Services Department at 519-243-1400, option 3 or events@lambtonshores.ca or visit our website at www.lambtonshores.ca for more information. If you have questions about the collection, use, and disclosure of this information, contact the Director of Corporate Services at 519-243-1400, ext.8414.*

## 5. Required Documentation

The following documents must be submitted with your application:

**Financial statements:** Most recently completed financial statements that include the comparative information for the prior fiscal year is required. Information pertaining to a surplus or deficit must be provided if applicable.

Organizations must have at least one year of financial history based on their fiscal year-end date. Financial statements must be board approved (no draft statements). Financial statements do not need to be audited.

**Project budget:** A project budget must be submitted with the application.

**Quotes or estimates:** A minimum of two quotes for the items and/or services for which funding is requested must be submitted with the application.

**Lease or proof of ownership:** Proof of ownership or a five-year lease agreement is required for capital projects that involve renovations, repairs or retrofits to buildings, parks, or facilities. If the applicant is not the owner, the owner must provide a letter of agreement for the project, and their proof of ownership.

**Community support:** At least one letter of support from a local organization is required.

**Business case:** For capital projects on Municipal property, a business case detailing how the project will not result in additional maintenance or operations for the Municipality.

**Completed applications and required documentation must be delivered by November 15 to one of the following:**

Municipality of Lambton Shores  
9577 Port Franks Road,  
Thedford, ON N0M 2N0

Email: [events@lambtonshores.ca](mailto:events@lambtonshores.ca)

Fax: 519-243-8611