

THE MUNICIPALITY OF

LAMBTON SHORES

APPLICATION FORM – COMMUNITY GRANT STREAM

Eligible organizations must submit the completed application form with the required financial documents to the Lambton Shores Administration Office on or before 4:30 p.m. on September 15 to be considered for a community grant.

Applicants must review [CP-CS-POL-004 Community Grant Policy](#) prior to applying.

Call 519-243-1400, and press option 3 or email events@lambtonshores.ca if you require assistance.

1. Applicant Information

Organization Name: _____

Mailing Address: _____

Organization Contact: _____

Telephone Number: _____

Email Address:

1.1 List the Executive Officers of your organization:

[illegible]

1.2 Provide a brief history of your organization and indicate if it operates as a non-profit organization.

1.3 What are the general objectives/services of your organization?

1.4 In what geographical area does your organization operate?

1.5 Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

2. Assistance Requested

Applicants may apply for both the Community Grant stream and the Community Vibrancy Fund stream. One application per organization, per stream, per year is permitted. Applicants must submit a separate application for each stream.

2.1 Community Grant Stream:

Financial Donation: \$ _____ (\$2,000 maximum)

In Kind Services: \$ _____ (\$2,500 maximum)

In Kind Services:

Applicants are asked to complete the chart below for in-kind requests. They should estimate the number of hours for facility rentals and quantities for event applications and equipment drop-offs. Community Services staff will complete the fee portion of the chart.

Rental Fee Waiver			
Facility	Number of Days/Hours Used	Fee	Total
Application Fee Waiver			
Application Type	Number of Events	Fee	Total
<input type="checkbox"/> Outdoor Event <input type="checkbox"/> Indoor Event			
Equipment Drop-Off/Pick-Up for Community Events			
Indoor tables and chairs will not be transported from one facility to another. All other items are subject to availability.			
Type of Equipment	Quantity	Fee	Total
<input type="checkbox"/> Snow fence and posts <input type="checkbox"/> Garbage/Recycling Bins <input type="checkbox"/> Picnic Tables <input type="checkbox"/> Barricades <input type="checkbox"/> Pylons <input type="checkbox"/> Other: _____			

Note: The Community Services Department may adjust based on actual hours and/or experience from past events. Volunteer support will be required to assist with equipment set up/take down at the discretion of the Director of Community Services or his/her designate. Facilities must be booked through the Community Services Department by phone 519-243-1400, option 3 or email events@lambtonshores.ca.

2.2 Categories for Funding

Funding requests for capital projects shall be submitted through the Community Vibrancy Funding Stream.

Capital projects are defined as one time purchase of a tangible asset. Capital projects do not include advertising or promotions (including brochures, maps, etc.) or annually purchased items (i.e. flowers).

Select **one** category for funding for which you are applying:

- ☐ Agriculture / Rural Affairs
- ☐ Arts / Culture / Community Heritage
- ☐ Community / Special Events
- ☐ Community Beautification / Environmental Awareness
- ☐ Supporting Youth / Seniors
- ☐ Tourism / Economic Development

3. Project Description

If one organization is applying for multiple projects, this section must be completed for each project. Use additional pages if necessary.

3.1 Provide a description of the event, program, or project. Include any promotional materials for the upcoming year or that have been used in the past.

3.2 For what specific purposes are the requested grant funds to be utilized within your organization?

3.3 Who will benefit from the proposed event, project, or program?

4. Financial Information

4.1 If your organization has received financial assistance from the Municipality in prior years, indicate the amounts below:

Year	Amount	Project

4.2 What other steps are being taken to provide revenue (e.g. grants, ticket sales, donations, etc.)?

4.3 Provide a budget for the event, program, project and/or the organization. Also include the organization's financial statement from the previous year.

4.3.1 For groups showing a surplus, indicate the intended use of the surplus:

4.3.2 For groups showing a deficit, indicate how the deficit will be eradicated:

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 an open Council forum.

Print Name/Position

Signature

Date

Terms and Conditions

If a grant is awarded through the Community Grant stream, the applicant agrees to the following:

- To complete the Project Evaluation Form (provided) within two months of the completion of the event, project or program.
- To acknowledge the support of the Municipality of Lambton Shores in all printed material and through other promotional means.
- The funds will be used only for the purposes described in this application. Any unused funds will be returned to the Municipality with the final project evaluation.
- To inform staff if the project is delayed or has changed for any reason.
- In the event the project does not go forward, the applicant agrees to return the funds to the Municipality.

I agree with the terms and conditions outlined above.

Print Name

Signature

Date

Completed applications and attachments must be delivered by September 15:

Municipality of Lambton Shores
9577 Port Franks Road,
Thedford, ON N0M 2N0
Email: events@lambtonshores.ca