



Lanark County Community Grants Program

Definition

“Lanark County Community Grants” is defined as taxpayer levied funds given to third party organizations that do not have a signed contract for service with Lanark County.

Purpose of Grant Program

This purpose of the Lanark County Community Grants Program is to responsibly distribute County funds to support non-profit agencies and organizations who serve Lanark County.

Grants are awarded to local projects that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organizations to initiate and sustain local projects. They will be evaluated on the basis of meeting the following objectives:

- Builds on existing community strengths and assets.
- Addresses service gaps.
- Responds to clearly identified local needs and provides demonstrated enrichment to the community.
- Uses resources efficiently and effectively.
- Involves meaningful partnerships.
- Strives for a significant and/or lasting impact.
- Benefits a wide audience.
- Shows innovation, creativity, and proactive thinking.
- Shows clear, measurable outcomes.
- Does not duplicate services.

This program will support those requests that address current unmet priorities identified within the community and that fall under 1 of the following 3 categories:

- Human Services
- Agriculture/Forestry
- Arts/Heritage/Tourism

Applications may be submitted for either a Project Grant or a Program Grant as defined in the table below:



Definition Term of Funding Grant Available

Definition		Term of Funding	Grant Available
1. Project Grants	<ul style="list-style-type: none">• Short Term Funding• Supports a specific project• Time limited (i.e. A project which has a beginning and an end, and can be completed in 12 months or less)	Annual	Maximum of \$10,000
2. Program Grants	<ul style="list-style-type: none">• Longer term funding• Requires ongoing funding to build sustainability	Council Term	Maximum of \$50,000

Grants will not be issued:

- to cover deficits or retire debts; to replace current program funding;
- to provide endowment funds; for sectarian, religious, or political purposes;
- to contribute to buildings (renovation, construction or purchase);
- to individuals; to provide money for fundraising activities.

Eligibility

Applicants must provide services or programs to residents of Lanark County. Unincorporated individual/organizations must work in partnership with an incorporated organization that will share in the project and receive and manage the funds.

Submission Date

Grant applications will be due September 15th of each year. The review process would take place in September/October with notification following budget approval.



Review Process

Grant applications are reviewed by the Lanark County Community Services Committee of the whole.

Funding Agreements and Liability Insurance

Applicants must submit the following **upon approval** in order to be considered for funding:

1. Proof of incorporation for their group or sponsoring group.
2. Proof of comprehensive general liability insurance.

Every individual/organization receiving funding from the Lanark County Community Grants Program must provide proof of comprehensive general liability insurance, acceptable to the County of Lanark, and subject to limits of not less than \$2,000,000 inclusive per occurrence. This is to protect the organization in case of bodily injury, including personal injury, death, and damage to property. Copies of insurance **must** be submitted with the grant application.

Reporting

When the project is finished, the grant recipient must provide the following:

1. A completed project report and evaluation.
2. A statement of expenditures (invoices upon request).

These must be submitted within 2 months following completion of the project. Future proposals will not be considered until the final project report is received and reviewed.

Indemnification

The grant recipient must agree to reimburse the Lanark County Community Grants Program if they fail to comply with the agreement.

Changes to the Project

Funding provided will be solely for the purpose stated in your agreement. Grant recipients will be required to advise us immediately - in writing - before making any changes to the project description or planned activities.



Appeal Process

Applicants accept that all grant applications may not be approved for funding and that there will be no opportunity for appeal.

Emergency Funding

These funding requests can be brought before committee or council at any time during the year. In order to qualify, applicants must be at risk of closure or losing a matching funding opportunity from another agency or level of government.

Lanark Transportation Association

The Lanark Transportation Association (LTA) is funded by Lanark County with a Community Grant. The LTA is exempt from this application process as their funding allows Lanark County to qualify for Provincial Gas Tax Funding. They are required to provide Lanark County with annual audited financial statements and Lanark County Council is represented on the board.



Lanark County Community Grants Program Application

Please complete this application and attach it to your proposal.

Please mail to Lanark County, Clerk's Office, 99 Christie Lake Road, Perth, Ontario, K7H 3C6 or email to mbeson@lanarkcounty.ca

Project Contact Person/Organization	
Contact Person	
Title	
Street Address	
City/Town	
Postal Code	
Telephone	

Sponsoring Organization (if applicable)	
Name of Organization	
Street Address	
City/Town	
Postal Code	
Telephone	

Funding Request	
Select a type (check one)	
<input type="checkbox"/> Project Grant	
<input type="checkbox"/> Program Grant	

Select a category (check one)	
<input type="checkbox"/> Human Services	
<input type="checkbox"/> Agriculture/Forestry	
<input type="checkbox"/> Arts/Heritage/Tourism	

Funding History	
How long has your group been in existence?	
Are you or your sponsoring body incorporated?	
Have you applied for and received funding from any other source for this project? <i>(If yes, please attached a confirmation letter showing the amount)</i>	

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Project Budget		
Using this format please be specific under expenditures (ie. salaries - what are the positions and level of pay; purchase of service - what does this apply to, etc.).		
<u>Expenditures</u>	<u>Amount</u>	
Salaries & Benefits		
Travel Expenses		
Printing/Postage/Office Supplies		
Rent/Utilities/Phone		
Advertising		
Program Supplies		
Purchase Services		
Equipment Lease		
Other (Please specify)		
<u>Total Budget</u>		
<u>Less</u> Total funding requested/received from other contributors for this project (list below)	Amount Requested	Amount Received
Name of Organization:		
Contact Person:		
Phone #:		
<u>Total funding request from Enhancement Fund</u>		

NOTE: The costs of your project must be kept separate from your group's everyday, ongoing expenses.



Proposal Format - Your proposal format must include the following information. Do not exceed 4 pages.

Background information

1. Mandate or Mission Statement of individual/group.

(Describe the general purpose of your group)

2. Clients of the organization

(Who are the clients of the organization? Do you target your programs and services to any particular group(s)? How are you going to target this group to participate?)

3. Your experience working in the project area.

(Give examples of successful projects you have participated/completed in the past.)

4. Geographic area served.

(Describe the geographic area served by your group.)



Project Description
1. Project goals and objectives (Describe your project goals and its specific objectives.)
2. Outline the work plan and timeline of the project. (Detail your work plan including the main activities. When will they start and how long will each one take?)
3. Who will be involved in this project? (Identify specific target group(s). How many paid staff, volunteers? What will they be doing?)
4. Who will be reached by the project and who will benefit from the project? (How many people will be served by your project?)
5. The partners to be involved in the project. (Provide information about the roles/responsibilities/contributions of your partners in this project.)

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6. Evaluation of your project.

(How will you know if you have been successful? What will you measure or assess to demonstrate this as related to Lanark County objectives? And How? Do you plan on sharing the results with others? Relate results of your target group. i.e. How many served? Did employment result?)

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Authorization	
I am authorized to sign this application on behalf of:	
Name:	
Position:	
Telephone:	
Signature:	
Date:	

All required information must be submitted with proposals before consideration is given to projects.

Return Address:

County of Lanark
 Attention: Clerk's Office
 99 Christie Lake Road
 Perth, ON K7H 3C6

To be provided upon approval
Liability Insurance
1. Proof of comprehensive general liability insurance of not less than \$2,000,000 per occurrence
Incorporated Status
1. Proof of incorporation for your group or sponsoring group

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INTERNAL USE ONLY	
Applicant Name:	
Date:	
Application Complete	

Lanark Community Grants Program		
Evaluation Matrix		
	Total Points	Applicant Score
Builds on existing community strengths and assets	10	
Addresses Service Gaps	10	
Responds to clearly identified local needs and provides demonstrated enrichment of the community	10	
Uses resources efficiently and effectively	10	
Involves meaningful Partnership	10	
Strives for a significant and/or lasting impact	10	
Benefits a wide audience	10	
Shows innovation, creativity and proactive thinking	10	
Shows clear, measurable outcomes	10	
Does not duplicate services	10	
Total Points	100	
Amount Requested		
Amount Recommended		
Amount Approved by Council		