

2027 Grants Application Guide

A step-by-step guide to applying for Lanark County Community Grants.

1. Program Overview

The County of Lanark Community Grants Program distributes County funds to support non-profit agencies and organizations that serve Lanark County residents. Grants are intended to support local projects and programs that either have a direct impact on the people of our community, or build the capacity of organizations to initiate and sustain local projects.

This guide explains eligibility, grant types, key rules, how applications are reviewed, and how to complete the online application form.

2. Key Dates and Timeline

- **Intake period:** July 20, 2026 to September 18, 2026
- **Review period:** September through November.
- **Notification:** Following budget approval, which will take place in January 2027 due to the municipal election.
- **Funding period:** January 1, 2027 to December 31, 2027.

3. Focus Areas and Priorities

Funding is aligned with the County of Lanark’s strategic priorities and preference is given to applications that advance Council’s priorities. At the beginning of Council’s term (and once mid-way through the term), Council sets one or more focus areas aligned with County priorities, with 50% of available funding allocated to projects or programs within the focus area(s).

In the application form, you will be asked to select a category: Focus Area: Tourism and Economic Development; Focus Area: Community Building; or Other (outside of focus areas but in alignment with Council’s priorities).

4. Grant Types and Funding Amounts

Grant type	Best for	Term of funding	Maximum grant available
Project Grant	A specific, time-limited project with a clear beginning and end	Annual (completed in 12 months or less)	Up to \$10,000
Program Grant	Ongoing programming that requires additional funding to build sustainability	Annual	Up to \$50,000

The total amount available for Community Grants is confirmed each year through the County's annual budget process. The program will not fund 100% of an activity's budget; requests for 100% of a project/program budget are ineligible.

5. Eligibility (read this first)

- **Serve Lanark County:** Applicants must provide services or programs to residents of Lanark County.
- **Incorporation:** The organization must be incorporated, or an unincorporated group must apply in partnership with an incorporated organization that will share in the project and receive/manage the funds.
- **Operating history:** The organization (or sponsoring organization) must have been in operation for at least one year.
- **One application per year:** Eligible organizations may submit one (1) application per year (exceptions may apply for applications submitted in partnership or on behalf of unincorporated groups).
- **Past reporting complete:** If you have previously received a grant, you must have fulfilled reporting requirements to be eligible for future funding.

6. Ineligible Requests (what the program will not fund)

- Covering deficits or retiring debts
- Replacing current program funding
- Endowment funds
- Sectarian, religious, or political purposes
- Individuals (unless sponsored by an incorporated organization)
- Fundraising activities
- Recurring operating expenses of established organizations or programs
- Projects/events that are already completed
- Applications that duplicate an existing program
- Requests for 100% of the budget of an activity
- **NEW FOR 2027:** Municipalities (for municipal services, events, or programs)
- **NEW FOR 2027:** Salaries and benefits, unless for startup programs or projects (and even then, a maximum of 50% of the total budget may be allocated to salaries and benefits)

7. Before you apply

- **Confirm your eligibility** (Section 5) and ensure your request is not ineligible (Section 6).
- **Decide whether you are applying for a Project Grant or a Program Grant** and select the category/focus area that best fits your proposal.
- **Define your project/program:** activities, timelines (must be completed within 12 months for Project Grants), partners, and the community need you are

addressing.

- **Prepare your budget:** total costs, other confirmed/pending funding sources, and the portion of funding requested from Lanark County (see Section 10).
- **Gather organization details:** legal name, address, contact information, incorporation status, and how long you have been in existence.

8. How applications are reviewed

Applications are reviewed by the Community Grants Selection Working Group, which then presents recommendations to the Community Services Committee. All applicants are notified of the status of their grant (funded/unfunded) following budget approval. There is no appeal process.

Applications are rated using a pre-determined evaluation matrix. In general, the review considers:

- **Merit of funding:** demonstrated social/economic/environmental benefit; alignment with Council goals; clear community need; not duplicating existing services; partnerships/collaboration; benefits a wide audience.
- **Applicant profile:** likelihood of success and capacity to deliver; relevant experience; ability to leverage other funding (including government funding); mission and volunteer support.
- **Financial plan and need:** sound financial management and realistic budget; demonstrated need and leveraging of funds; clarity on how the County contribution will be used.

9. How to apply (online application form)

Applications are submitted through the online Lanark County Community Grants Application form. Plan to draft your responses in a separate document first, then paste them into the form.

9.1 Project Contact / Organization Contact

Provide the primary contact person for the application, including title, mailing address, email and phone number. This should be someone who can answer questions about the proposal and receive notifications.

9.2 Sponsoring Organization (if applicable)

If your group is unincorporated, you must apply in partnership with an incorporated sponsoring organization that will receive and manage the funds. Provide the sponsor's organization name and contact details as requested in the form.

9.3 Funding Request

- **Select the type of grant:** Project Grant (project to be completed in one

- year or less) or Program Grant (project is a multi-year project that will build sustainability).
- **Select a category:** select the focus area that applies to your project or program from the available options.
 - **Provide a brief description:** Summarize what you will do, who will benefit, where it will take place, and the results you expect.

9.4 Funding History and Eligibility Questions

- **Incorporation:** Confirm whether you (or your sponsoring body are incorporated).
- **Years in existence:** Confirm how long your group has been in existence (must be at least one year for the organization or sponsor).
- **Number of applications:** Confirm whether you have submitted more than one application in the current funding window.
- **Other funding:** Indicate whether you have applied for and/or received funding from other sources for this project/program (you will need these amounts in your budget section).

10. Budget and Financial Information

The application form asks you to provide a detailed budget. There is a budget worksheet to be completed and uploaded with your application. Be specific about what each line includes. For example: staffing positions and wage rates; what “purchase of services” covers; what equipment will be purchased). Include this information in the “Description” column of the budget worksheet to be submitted.

Expense categories in the form include: Salaries and Benefits; Travel Expenses; Printing/Postage/Office Supplies; Rent/Utilities/Phone; Advertising; Program Supplies; Purchase Services; Equipment; Lease; Other.

- **Do not request 100% of the funding:** The program will not fund 100% of the budget of an activity; a request for 100% will make your application ineligible.
- **Show all other contributions:** List amounts requested/received from other contributors (including your own funds) and explain where the remaining balance will come from.
- **Separate project costs:** Keep the costs of your project/program separate from your organization’s everyday ongoing expenses.
- **Salaries and Benefits:** Salaries/benefits are only eligible for startup programs/projects, and even then are limited to a maximum of 50% of the total budget.

Budget Template (worksheet)

Use this worksheet to build your project/program budget and upload the completed

document to the application. You can download a copy of the worksheet [here](#). Enter **cash** amounts only (unless the form specifically asks for in-kind). Total should be for the full project/program being described in your application.

- **Do not request 100% funding:** Your request to Lanark County must be less than the total expenses.
- **Salaries and benefits:** Only eligible for startup programs/projects and limited to a maximum of **50%** of total expenses.
- **Be specific:** If you combine multiple items in one line, explain what is included (e.g. rate x hours, unit cost x quantity).

Expense Budget

Expense category	Description / calculation (e.g., unit cost × quantity)	Amount (\\$)
Salaries and Benefits	[e.g., Program coordinator: \\$25/hr × 80 hrs]	[\\$]
Travel Expenses	[e.g., mileage, transit, accommodation]	[\\$]
Printing/Postage/Office Supplies	[e.g., printing, mailing, materials]	[\\$]
Rent/Utilities/Phone	[e.g., facility rental, phone line for program]	[\\$]
Advertising	[e.g., social media ads, posters, media buy]	[\\$]
Program Supplies	[e.g., consumable supplies used by participants]	[\\$]
Purchase Services	[e.g., facilitator fees, professional services]	[\\$]
Equipment	[e.g., items purchased for the project/program]	[\\$]
Lease	[e.g., equipment rental/lease costs]	[\\$]
Other	[Specify]	[\\$]
Total expenses		[\\$]

Salaries/benefits percentage check (startup projects/programs only): Salaries

and Benefits \$[____] ÷ Total expenses \$[____] = [____]% (must be ≤ 50%).

Revenue / Funding Sources

Revenue source	Status (Requested / Confirmed / Pending)	Amount (\ \$)	Notes
Lanark County Community Grant (amount requested)	Requested	[\ \$]	Must be less than total expenses
Applicant cash contribution	Confirmed	[\ \$]	[e.g., reserve funds, fundraising revenue]
Other government funding	[Requested/Confirmed/Pending]	[\ \$]	[Specify program]
Corporate/Business sponsorship	[Requested/Confirmed/Pending]	[\ \$]	[Specify sponsor]
Foundation/Community grant	[Requested/Confirmed/Pending]	[\ \$]	[Specify funder]
Registration fees / ticket sales	[Projected]	[\ \$]	[Explain assumptions]
Donations	[Projected]	[\ \$]	[Explain assumptions]
Other	[Requested/Confirmed/Pending]	[\ \$]	[Specify]
Total revenues		[\ \$]	

Budget check: Total revenues should equal total expenses. If they do not match, revise your revenue sources or expenses so the budget balances.

Optional (if relevant to your project): Track in-kind donations and volunteer time separately for your own records (for example: donated space, materials, or volunteer hours). This information can be included in the “Partnerships” question.

11. Writing Strong Answers (merit of funding)

Your narrative responses should clearly show need, impact, and readiness to deliver. The prompts below align with the program’s evaluation criteria.

- **Community Benefit:** What social, economic, or environmental benefit will your project/program provide to Lanark County residents?
- **Alignment:** How does your proposal align with Council's priorities and the selected focus area/category?
- **Community need:** What need or gap are you addressing? Provide evidence (data, waitlists, community input, past participation, etc).
- **Non-duplication:** Explain how your activities differ from (or complement) existing services in the community.
- **Partnerships:** Identify partners/collaborators and describe what each will contribute.
- **Who benefits:** Describe the population served and the expected reach (numbers, geography, accessibility).
- **Capacity and experience:** Describe your organization's experience delivery similar work and the team/resources available.
- **Measurable results:** List the outputs and outcomes you will track (for example: number of participants served; workshops delivered; volunteer hours; tourism visits; increased access to services).

12. After you apply: decisions, agreements, requirements

- **Decisions:** All applicants are notified following budget approval. Not all applications can be funded, and there is no appeal process.
- **Funding agreement:** Successful applicants will be required to enter into a funding agreement that confirms the purpose and conditions of the grant.
- **Insurance:** Before funding is released, successful applicants must provide proof of comprehensive general liability insurance acceptable to the County, with limits of not less than \$2,000,000 inclusive per occurrence.
- **Changes to your project/program:** Funding is provided solely for the purpose stated in your agreement. Notify the County in writing before making changes to the project description or planned activities; changes must be approved as required.
- **Indemnification:** Grant recipients must agree to reimburse the program if they fail to comply with the agreement.

13. Reporting Requirements

When your project/program is complete, you must submit the required reporting materials within two (2) months of completion. Future proposals will not be considered until the final report is received and reviewed.

- A completed project report and evaluation (available on the County's website)
- A statement of revenues and expenditures (invoices may be requested)

14. Contact and Support

If you have questions about eligibility, grant types, or completing the online form, contact Megan Beson, Deputy Clerk via email at mbeson@lanarkcounty.ca or by phone at 613-267-4200 extension 1102.