



GRANT APPLICATION KIT

Re: 2014 Grant Application

Enclosed is an application form for a 2014 Grant. Applicants are required only to fill in and return the page that is relevant to their request.

The criteria for being considered for a Grant are:

1. Grants are available to non-profit St. Catharines community organizations providing services of a City/Municipal responsibility primarily to residents of the City.
2. Grants are not available for programs, projects or services that are included in the budgets of City Departments.
3. Grants must be expended in accordance with requests submitted and must be returned if the program or project is not completed. Specific prior approval of the City is required to utilize granted funds on other than approved projects or programs.
4. Every group must have an active independent volunteer Board of Directors and hold regular meetings.
5. Grants are not available:
 - to individuals
 - as donations (including the waiving of fees and charges) to groups raising funds for charitable causes
 - for travel or accommodation
 - for uniforms or personal equipment
 - for banquets, trophies or entertainment
 - to ratepayer, tenant or landlord associations
 - to organizations who receive their operating funds for Social Services that are the responsibility of Regional Niagara or the Provincial Government
 - for conferences, workshops and seminars
 - for political action groups.
6. Groups obtaining grants for capital equipment must provide an undertaking that the equipment will become the property of the City of St. Catharines in the event that the groups disband.

7. The maximum grant for any capital equipment is 50 per cent of the total funds required.
8. When an organization requests the City to waive the payment of fees for the use of City facilities which are being used to raise funds for designated charities, that the City make the approved donation directly to the designated charity.
9. Only one grant request per organization per year will be considered.
10. Organizations originally funded as pilot project from senior levels of government may not be eligible for assistance.
11. Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding. Grants are not automatically increased.
12. The grant application must be complete to be considered.
13. To be considered, applications must be received by **September 30**, or it will be referred for consideration in the next grant year.
14. Grant recipients should include recognition of the City's grant (i.e. disclosure on financial statements or on group's letterhead).

Enclosed, also, are sample financial statements and budget formats. These formats or another format more suitable to your organization may be used. At a minimum, however, the following must be included:

1. Financial Statements including a balance sheet, operating statement, notes to the financial statements and Auditor or Accountant's Report for your last year end.
2. Budget for the current year under the following columns:

2013	2013	2014
<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

If the applicant's fiscal year does not correspond to the City's (i.e. December 31st) the applicant must show the year's budget amount and actual amount used to date.

The deadline for submission for a Grant is **SEPTEMBER 30, 2013**. If you require any further information or assistance, do not hesitate to contact Linda Robinson at 688-5601, Ext. 1423.

Shelley Chemnitz, CA
Director/City Treasurer

TEL: (905) 688-5601 Ext. 1423
FAX: (905) 688-4077

APPLICATION FOR GRANT
DEADLINE FOR SUBMISSION – SEPTEMBER 30TH

Section one:

1. Name and address of organization:

Name: _____

Address: _____

Postal Code: _____ Telephone Number: _____

2. Name of contact person within organization:

Name: _____

Office/position held: _____

Address: _____

Postal Code: _____ Telephone: Home: _____ Office: _____

3. Under what classification are you requesting a grant?

Complete section as indicated:

A PROJECT FUNDING

B SEED FUNDING

C SPECIAL FUNDING

D CAPITAL EQUIPMENT

****NOTE: All of the above are “one-time” grants.**

4. Amount of grant requested: _____

5. Amount of any previous grant received: _____

6. Reason for requesting a grant: _____

Section two:

Classification 'A'-Request for Project Funding (one-time grant)

Funds for a short-term undertaking with a start-up and completion date.

(i) Amount of request \$ _____

(ii) Provide details of project including all costs.

(iii) Describe your organizations' fund raising plans.

Section two:

Classification 'B' – Request for Seed Funding (one-time grant)

One-time funding for assistance with the start-up of an organization.

(i) Amount of request \$ _____

(ii) Provide details of the proposed project and what seed funding will accomplish.

(iii) Describe your organizations' fund raising plans.

Section two:

Classification 'C' – Request for Special Funding (one-time grant)

Where the service can be provided without City support under normal circumstances but because of unforeseen or extraordinary circumstances, a one-time grant may be required.

(i) Amount of request \$ _____

(ii) Provide details of special funding needed.

(iii) Describe your organizations' fund raising plans.

Section two:

Classification 'D' – Request for Capital Equipment grant (one-time grant)

Capital equipment is normally considered to be the responsibility of the group; however, grants for equipment may be considered when the purchase of such equipment will result in increased participation by St. Catharines residents, or, provide a needed service to the residents of St. Catharines.

Equipment that would normally have a life expectancy of at least five (5) years.

Groups obtaining grants for capital equipment must provide an undertaking that the equipment will become the property of the City of St. Catharines in the event that the groups disband.

The maximum grant for any capital project is 50 per cent of the total funds required.

(i) Amount of request \$ _____

(ii) Provide detailed list (including costs and estimated life span of equipment).

(iii) Identify how your group will make provision to replace this equipment.

(iv) Describe your organizations' fund raising plans.

Section three:

- | | |
|---|-------------------------------------|
| 1. Financial data required. | Attached- or -date available |
| A. Financial Statement for prior year including: donations, fund raising events, and all expenditures including salaries, administration, rental, equipment, travel, etc. | _____ |
| B. Budget for current year including detailed estimated expenditures and revenue. | _____ |

Section four:

1. Names and addresses of executive officers, directors or board of management.

2. Describe the general aims and function of your organization, the geographic area of operation and a brief history of the organization. Attach Constitution, if available.

3. Provide statistics relative to the population served.

	<u>Total Number</u>	<u>Age Range</u>	<u>Percentage from St. Catharines</u>
Last operating year Members/participants	_____	_____	_____
Current year Members/participants	_____	_____	_____
Next year project Members/participants	_____	_____	_____

4. How does your organization assess the community need and how will the resident of St. Catharines benefit?

5. What service does your organization provide specifically for the residents of St. Catharines?

6. Describe how the organization will evaluate the project at its conclusion.

7. Include which City-owned facilities, if any, are being used by sports organizations.

Please forward any additional information which you feel may be of assistance in considering your request (Attach pages if required).

All organizations requesting grants in excess of \$10,000.00 are required to provide information indicating that they have a strategic plan or business plan in place or that they are in the process of carrying out such plan(s) and that this information be submitted with this application.

Grants must be expended in accordance with requests submitted and must be returned if the program or project is not completed. Specific prior approval of the City is required to utilize granted funds on other than approved projects or programs.

All groups may be expected to make a presentation to the Finance AD HOC Budget Committee.

Check here if your organization would like to make a presentation to the AD HOC Budget Committee.

Yes _____ No _____

Check list to help you complete your application:

1. A fully completed grant application form signed by and authorized officer.
2. Fill in and return the page that is relevant to your required classification.
 - o A Project funding
 - o B Seed funding
 - o C Special funding
 - o D Capital Equipment

**Note: All the above categories are “one-time” funding.

3. Financial statements for the prior year.
4. Budget for the current year.

Date Submitted

Signature

Office or Position

REVISED: October 2009

SAMPLE BUDGET FORMAT

<u>EXPENDITURES:</u>	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Budget</u>
Salaries and Wages:			
Full-time staff			
Part-time staff			
Overtime			
Employee/fringe benefits			
Other (describe)	_____	_____	_____
	=====	=====	=====
Materials and Supplies:			
Light, heat and water			
Office supplies			
Gas and oil			
Motor vehicle costs			
Publications and subscriptions			
Cleaning, maintenance/other supplies			
Other (describe)	_____	_____	_____
	=====	=====	=====
Services and Rents:			
Postage			
Telephone			
Audit and legal			
Printing			
Rental			
Service Agreements			
Traveling expenses			
Memberships			
Insurance			
Other (describe)	_____	_____	_____
	=====	=====	=====

<u>EXPENDITURES:</u>	<u>2013</u> <u>Budget</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Budget</u>
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Financial Expenses:

Interest on temporary loans
 Bank service charges
 Other (describe)

_____	_____	_____
=====	=====	=====

Capital Expenditures:

Small furniture and equipment
 Office equipment
 Motor vehicles
 Land
 Buildings
 Other (describe)

_____	_____	_____
=====	=====	=====

TOTAL EXPENDITURES

=====	=====	=====
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REVENUES:

Donations/fundraising
 Other (describe)

-

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-

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_____	_____	_____
=====	=====	=====

SAMPLE FINANCIAL STATEMENTS

BALANCE SHEET

<u>Assets:</u>	<u>2013</u>	<u>2012</u>
Cash		
Investments		
Accounts Receivable		
Inventories		
Prepaid Expenses		
Fixed Assets (Net of Depreciation)		
Other assets	_____	_____
TOTAL ASSETS	=====	=====
<u>Liabilities:</u>		
Accounts Payable		
Accrued Liabilities		
Loans		
Other liabilities	_____	_____
	=====	=====
<u>Equities:</u>		
Reserves for a specific purpose		
Surplus (deficit)	_____	_____
	=====	=====
TOTAL LIABILITIES AND EQUITIES	=====	=====

OPERATING STATEMENT

	<u>2013</u>	<u>2012</u>
<u>Revenue:</u>		
Donation		
Grants		
Other (describe)	_____	_____
	=====	=====
 <u>Expenditures:</u>		
Detailed -		
	_____	_____
	=====	=====
 Excess of Revenue Over Expenditures		
OR		
Excess of Expenditures Over Revenue		
 Surplus (Deficit), Beginning of Year	_____	_____
 Surplus (Deficit), End of Year	=====	=====