

The Corporation of the Township of Tay  
450 Park Street, P.O. Box #100  
Victoria Harbour, ON, L0K 2A0  
(705) 534-7248  
www.tay.ca



## Grants and Donations - Grant Application "Schedule A"

Submission Deadline: **September 30<sup>th</sup>** at 4:00 p.m. for the following budget year.

Group/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Criteria for Eligibility** - please read the following in its entirety to confirm the eligibility of your application:

**MUST BE ONE OR MORE OF THE FOLLOWING IN ORDER TO APPLY:**

- Group/organization located in Tay Township who is mandated to provide direct benefits, programs, and/or services primarily to Township residents;
- Township-based youth group or service club;
- Cemetery Board;
- Township-based branch of the Royal Canadian Legion;
- Chartered service club based in Tay Township;
- Tay Township Board or Committee; and/or
- Group/organization not based in Tay Township but have a mandate to provide direct benefits, programs, and/or services to the Township and who are funded in whole or in part by neighbouring municipalities.

**NOT ELIGIBLE FOR FUNDING:**

- Social assistance services that are provided by other government agencies or not-for-profit organizations excluding those programs or services that are funded in whole or in part by neighboring municipalities;
- Travel expenses for members of an organization;

- Sponsorship of athletic endeavors (team/individual sponsorship for tournaments, special events, regular season activities, etc.);
- Individuals;
- For-profit organization;
- Organization serving as funding sources for others, e.g. service clubs unless they are applying for funding for community festivals;
- Faith organization where services/activities include the promotion and/or require adherence to a faith;
- Fundraising events;
- School Boards, primary and secondary schools, and post-secondary institutions, with the exception of scholarship funding and annual graduation awards;
- Organizations that conduct the majority of their activities outside the Township and do not provide a direct benefit to Tay residents; or
- **Organizations that did not submit the required Grant Report "Schedule C" reporting information for a previous year's grant.**

I \_\_\_\_\_, confirm on behalf of the group/organization, that the request in this application meets the requirements for submission and does not fall under the not eligible for funding list.

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Sign

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Date

**Submissions must be completed in full, and submitted by mail or email by September 30<sup>th</sup> at 4 p.m.**

Emma Whiteside, Financial Analyst  
 The Corporation of the Township of Tay  
 P.O. Box # 100  
 450 Park Street,  
 Victoria Harbour, ON  
 L0K 2A0

Emma Whiteside, Financial Analyst [ewhiteside@tay.ca](mailto:ewhiteside@tay.ca)

**Grant Application** (please answer each applicable question in its entirety):

1. **Amount of funding requested:** \_\_\_\_\_

2. **Other resources requested (in-kind services):**

*\*Note: in-kind requests (staff, equipment, and facilities) have a financial impact, and costs are considered over and above the funding request.*

**Municipal Staff assistance is requested. Please provide all details as to hours/days required, number of staff, etc.**

*(Example: June 24<sup>th</sup> from 8am-1pm and 5pm-8pm, 1 staff required for event set-up and take-down)*

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**Municipal Equipment is requested (vehicles/barricades, picnic tables). Please provide all details as to hours/days required, how many, etc.**

*(Example: June 24<sup>th</sup> from 8am-8pm, requires the use of 4 picnic tables and 2 road barriers)*

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**Municipal Facilities are requested (Ball Diamonds, Community centres). Please provide all details as to location and hours/days required.**

*(Example: Tay Rink (including change room and washroom) use requested on June 24<sup>th</sup> from 8am-8pm)*

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3. **Financial Information to be included:**

A fully completed and signed Financial Information Form and/or most recent Financial Statements must be attached to this application (Schedule B)

**4. Is the group/organization located in Tay Township?**

Yes                       No

**5. If you answered "No" above,** please provide details on how the group/organization has a mandate to provide direct benefits, programs, and/or services to the Township **and** in what capacity they are funded in whole or in part by neighbouring municipalities.

**If you answered "Yes" above,** please provide details on how the group/organization's mandate provides direct benefits, programs and/or services primarily to Tay residents.

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**6. What are the group/organization's objectives?**

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**7. Does your group/organization involve volunteers?**

Yes                       No

**8. What are the funds being requested going to be used for?**

*\*Note: funds are only granted on the condition that they will be used for activities/services available to Tay residents.*

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**9. What are the benefits being provided to the Township through this specific request?**

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**Conditions of Grant**

As a condition of the award of a grant, the applicant agrees to complete and submit **Schedule C** of the Grant Application by December 31st of the year in which the funds were expended or before December 31<sup>st</sup> if a subsequent year application is also being made.

We certify that the information in this application and supporting documents are true and correct.

**Signature of two (2) authorized principal officers of the group/organization required.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Checklist:**

- Grant Application is completed in full and signed by two (2) official officers authorized by the group/organization (**Schedule A**)
- Financial Information Report is completed in full and signed by two (2) official officers authorized by the group/organization (**Schedule B**)
- Brochures or promotional materials included (*not mandatory*)