



The Municipality of Port Hope Community Grant Application

Part A: Community Grant Request - SUMMARY

Name of Organization/Agency: _____

Contact Person/Title: _____

Phone Number: [REDACTED] _____

Alternative Phone Number: [REDACTED] _____

Email: [REDACTED] _____

Mailing Address: _____

Non-Profit Organization? YES or NO

Registered Charity? YES or NO

If yes, what is your Charitable Registration number? _____

Name of Event/Program: _____

Amount Requesting: \$ _____

Prior Year Request: \$ _____

Prior Years Grant: \$ _____

Schedule "B"

Part B: Community Grant Application – INFORMATION

1. Please briefly describe the organization's programs and services:

2. Please provide a statement of the organization's goals/objectives:

Schedule "B"

3. If Council approves the organization's Community Grant request, what will the funding be used for?

4. Please provide a description of how the organization intends to measure the success of the program or service:

Schedule "B"

5. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents)

6. What new initiatives will the organization be doing in the upcoming year?

Schedule "B"

7. Does the organization work jointly with any other community or organization – if yes, please provide details:

8. What other financial support does the Municipality provide to your organization? (i.e. fee waiver etc.):

Schedule "B"

9. How is the organization decreasing reliance on Municipal funding?

**10. Please indicate how the Municipality's financial support will be acknowledged.
If possible, please provide an example:**

11. Additional information:

Continued from Question #11

FRIENDS OF WESLEYVILLE VILLAGE

BYLAWS

ARTICLES

1. PURPOSES AND OBJECTIVES

- a. To restore and preserve the heritage properties which make up the cultural landscape known as Wesleyville Village – namely a small church, a one-room school, two residences and associated outbuildings.
- b. To collaborate with educational institutions and other stakeholders to promote the heritage properties for appropriate uses.
- c. To advance education by improving the public's understanding of the cultural and natural heritage of Wesleyville Village and the Municipality of Port Hope, through hosting events, displays and performances and by producing educational material.
- d. To raise funds to achieve the objective of the corporation.

2. FINANCES AND ACCOUNTING

- a. The corporation will maintain a bank account at the branch of TD Canada Trust, Port Hope, for the purpose of receiving and disbursing such funds as may come into its possession within the purposes and objectives of the corporation.
- b. All financial and legal transactions, including cheques and contracts must be signed by the Treasurer and one other current Executive Officer of the Board.
- c. The corporation will actively seek financial partnerships to raise the necessary funds to further the purposes of the corporation. These funds may be borrowed, providing a clear path to repayment is evident. The signatures of two current Executive Officers of the Board, one of which must be the Treasurer, are required.
- d. The Board of directors must authorize by resolution any financial transaction over \$500.00 prior to its execution by the corporation.

3. DUTIES OF EXECUTIVE OFFICERS

- a. The Chair shall represent the Friends of Wesleyville Village in all capacities. The Chair shall preside at all meetings; call meetings of the Board of Directors; and set meeting agendas. The Chair shall be an ex-officio member of all committees deemed by the Board.
- b. The Vice-Chair will act in the absence of the Chair at meetings and in representation of the Friends of Wesleyville Village.

c. The Secretary shall record and keep minutes of all meetings; circulate / post notice of meetings as directed by the Chair; and manage the archival records of the Friends of Wesleyville Village.

d. The Treasurer shall have overall responsibility for care and custody and be responsible for all the funds of the corporation; deposit said funds in the name of the corporation in such Bank or places of deposit as the Board directs; keep full and accurate accounts, showing the disposition of all funds that may pass through the corporation; ensure Canada Revenue Agency and other government reporting requirements are filed accurately and on time and issue tax receipts. The Treasurer shall make a full report in writing covering the financial condition of the corporation at each annual general meeting and at such other times as requested by the Board.

4. BOARD OF DIRECTORS

a. Members of the Board of Directors will serve a two-year term with appointment/election to be staggered to ensure continuity.

b. All directors will be selected from the active, paid-up membership list eligible to vote at the Annual General Meeting.

c. At the discretion of the Board, vacancies occurring on the Board of Directors shall be filled by appointees from the active membership list for the remainder of the term.

d. If a Board member misses three consecutive meetings, or more than 50% of the meetings of the Board of Directors within a one-year period, without adequate reason, the Board may request the resignation of such a director. That Board member will be given an opportunity to be heard on the matter.

e. The Board may purchase and maintain insurance for the benefit of Directors who act or acted at the Board's request against any liability incurred by them in their capacity as a Director, except where the liability relates to a failure to act honestly and in good faith with a view to the best interests of the corporation.

5. COMMITTEES

a. Standing Committees will be comprised of at least one member of the board of directors and two members of the active membership list.

i. The Buildings Committee will recommend to the Board of Directors conservation and maintenance activities and requirements for buildings leased from the United Church of Canada and Ontario Power Generation in the Village of Wesleyville. Committee members will implement Board recommended actions, supervise contracts and volunteer activities. Health and Safety plans and guidelines will be implemented by this committee.

ii. The Finance Committee – Led by the Treasurer, this committee will monitor the financial condition of the corporation, ensure implementation of business plans and develop fund-raising strategies as requested by the Board.

iii. The Membership Committee will ensure accurate membership records are maintained, memberships are acknowledged and receipts are issued for membership fees and donations. This committee will promote membership to increase public appreciation of the cultural and natural heritage of Wesleyville Village and to assist with revitalization of the community through cultural activities, education and volunteer efforts.

iv. The Events Committee will plan and organize Board approved fund-raising, social and educational events such as markets, fairs, barbeques, dances, seasonal concerts and festivities. This committee will co-ordinate closely with the Communications Committee to promote events.

v. The Communications Committee will produce a quarterly members newsletter; maintain and update: the Friends of Wesleyville Village website www.wesleyvillevillage.com, social media postings for Friends of Wesleyville Village, listings in local media and tourist brochures and issue news releases and other information/educational material approved by the Board.

b. The Nominating Committee will be comprised of at least three active members and will meet at least 20 days before the Annual General Meeting to fill the required number of nominations to the Board. The nominating committee will also recommend the names of those whom they recommend be voted as Executive Officers for the ensuing year.

c. Other Committees may be appointed from time-to-time to deal with specific matters as recommended by the Board of Directors.

6. ALTERATION OF BYLAWS

The Board may from time to time, amend, repeal or re-enact the Bylaws. Such Bylaw amendments, repeals or re-enactments are only in effect until confirmed at a special general meeting or the next Annual General Meeting. If a majority vote at such a general membership meeting does not confirm the altered Bylaws, they cease to be in force from that date onwards.

**Municipality of Port Hope
Community Grant Application**

**The Friends of Wesleyville Village, Ontario
Organization's Statement of Operations**

Please note: additional lines can be inserted. Please enter values as a positive number.

	2017 Actual	2018 Year End Projection	2019 Budget	Notes
Expenses				
Insurance	\$ 762	\$ 3,131	\$ 4,000	
Newsletters, brochures	\$ 499	\$ 561	\$ 3,000	2019 website & marketing
Credit Card Fees	\$ 324	\$ 48	\$ 100	
Maintenance	\$ 346	\$ 1,347	\$ 3,000	
Ontario Historical Society Member	\$ 55	\$ 55	\$ 55	
Lawyer Fees	\$ 350		\$ 1,500	2019 caretaker lease execution
Keynote BBQ Expenses		\$ 465	\$ 500	
CPP/EI Expense	\$ 237	\$ 228	\$ 400	
Municipality of Port Hope		\$ 3,700	\$ 2,500	2018 re-zoning fee - anticipating refund
Northumberland County		\$ 300	\$ 300	2019 Permit fees building & signs septic & well inspection
GCOS - CRA Service Grant Payroll	\$ 3,643	\$ 3,494	\$ 7,500	Applying for 2 CSJ students in 2019
Signs (Nature trail & marketing)			\$ 4,000	
School renovation			\$ 1,000	
Church accessibility			\$ 20,000	Award contract, initiate project
Structural work on church, barn and Oughtred House 2019 - 2023 (OPG to reimburse)			\$ 75,000	see below under Revenue ... FOWV to incur expenses and then to be paid back by OPG over 2019 - 2023
Oughtred House Renovation including accessible washroom			\$ 29,000	
Total Gross Expenditures:	\$ 6,215	\$ 13,328	\$ 151,855	
Revenues				
Annual Memberships	\$ 1,020	\$ 4,005	\$ 5,000	
Donations	\$ 1,933	\$ 2,616	\$ 20,000	
Step Inside Sunday Donations	\$ 92	\$ 140	\$ 400	
Easter Egg Hunt	\$ 241	\$ 82	\$ 400	Sponsored in 2019
Country Market / Nature Fest	\$ 557	\$ 968	\$ 1,000	
Keynote BBQ		\$ 2,504	\$ 3,000	
Ragnar Relay	\$ 892	\$ 1,444	\$ 1,300	
Ghostly Visit	\$ 500	\$ 500	\$ 500	
Carolling Collection	\$ 263	\$ 300	\$ 400	
Rental Revenue	\$ 475	\$ 386	\$ 1,000	
GCOS - CRA Service Grant	\$ 2,394	\$ 3,360	\$ 7,500	
Heritage Organization Development Grant	\$ 692	\$ 692	\$ 700	
Grant & loan ACO Port Hope			\$ 25,000	Multi-year application for Village restoration project under development
OPG Funding for structural work on church, barn and Oughtred House			\$ 75,000	to be received, after FOWV pays for contractor invoices ... for the period 2019- 2023
Prior Year's Total Revenue:	\$ 9,058	\$ 16,997	\$ 141,200	
Net Surplus(Deficit):	\$ 2,843	\$ 3,669	\$ (10,655)	
Grants from Municipality:			\$ 11,000.00	
Total Net:	\$ 2,843	\$ 3,669	\$ 345	

Comments: 2019 budget dependent on community and partnership donations, hence the marketing tools expense increases.

Note: This form is to include any amounts included in the event/programs statements



The Municipality of Port Hope Community Grant Application Attestation

PLEASE PRINT THIS PAGE AND PROVIDE AUTHORIZING SIGNATURE. THIS FORM CAN BE PROVIDED TO THE MUNICIPALITY AS A PDF OR HARD COPY.

Name of Organization/Agency: The Friends of Wesleyville Village, Ontario

Contact Person/Title: Kathryn McHolm / Chair

Phone Number: [REDACTED]

Alternative Phone Number: [REDACTED]

Email: [REDACTED]

Mailing Address: PO Box 215, c/o Petra Becker, Port Hope ON L1A 3W3

Amount Requesting: \$ 11,000

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Director of Finance.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- E) That the Organization will retain and make available for inspection by the Municipality or its auditors all records and books of accounts of the Organization upon request from the Municipality which may be made within 2 years of the grant award.
- F) That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.

