



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: _____

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:

**Municipality of Port Hope
Community Grant Application**

**NAME OF ORGANIZATION'S EVENT
EVENT/PROJECT 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				
Port Hope Skeena Band	\$ 500	\$ 600	\$ 600	
Oak Ridge Percussion	\$ 750	\$ 750	\$ 750	
Toronto Signals	\$ 2,000	\$ 2,000	\$ 2,000	
Whitby Brass	\$ 900	\$ 900	\$ 900	
Garage Dog	\$ 450	\$ 500	\$ 500	
Youth Band	\$ 200	\$ 200	\$ 250	
Concert Bandshell Series	\$ 450	\$ 450	\$ 450	
180 Mosquito Squadron		\$ 650	\$ 650	
Ajax Pickering Navy League		\$ 650	\$ 650	
Salvation Army	\$ 350	\$ 350	\$ 400	
Portable Toilet rental	\$ 125	\$ 125	\$ 125	
LA Signs		\$ 100	\$ 100	
Volunteer Meals	\$ 95	\$ 100	\$ 100	
Miscellaneous	\$ 50		\$ 50	
Radio advertising		\$ 400	\$ 600	
Event Liability Insurance	\$ 525	\$ 550	\$ 550	
Directors Liability			\$ 700	
Total Gross Expenditures:	\$ 6,395	\$ 8,325	\$ 9,375	
Revenues				
Cameco Corporation	\$ 400	\$ 400	\$ 400	
Carpenters Union	\$ 2,000	\$ 2,000	\$ 2,000	
CPK	\$ 300	\$ 300	\$ 300	
Parade Collection	\$ 1,811	\$ 1,500	\$ 1,500	
New Sponsor 1		\$ 400	\$ 500	
New Sponsor 2			\$ 500	
Prior Year's Total Revenue:	\$ 4,511	\$ 4,600	\$ 5,200	
Net Surplus(Deficit):	\$ (1,883)	\$ (3,725)	\$ (4,175)	
Grants from Municipality:	\$ 4,000.00	\$ 4,000.00	\$ 4,000	
Total Net:	\$ 2,117	\$ 275	\$ (175)	

Comments: The Port Hope Santa Claus Parade Committee's sole purpose is to execute the annual parade (event).

Note: This form is to identify the project/event specific amounts included in the organizations summary financial 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: _____

Contact Person/Title: _____

Phone Number: [REDACTED] _____

Alternative Phone Number: _____

Email: [REDACTED] _____

Mailing Address: _____

Amount Requesting: \$ _____

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.

