



## **Lanark County Community Grants Program**

### **Definition**

“Lanark County Community Grants” is defined as taxpayer levied funds given to third party organizations that do not have a signed contract for service with Lanark County.

### **Purpose of Grant Program**

The purpose of the Lanark County Community Grants Program is to responsibly distribute County funds to support non-profit agencies and organizations who serve Lanark County.

Grants are awarded to local projects that have a direct impact on the people of our community or an indirect impact by increasing capacity of organizations to initiate and sustain local projects. They will be evaluated on the basis of meeting the following objectives:

- Builds on existing community strengths and assets.
- Addresses service gaps.
- Responds to clearly identified local needs and provides demonstrated enrichment to the community.
- Uses resources efficiently and effectively.
- Involves meaningful partnerships.
- Strives for a significant and/or lasting impact.
- Benefits a wide audience.
- Shows innovation, creativity, and proactive thinking.
- Shows clear, measurable outcomes.
- Does not duplicate services.

This program will support those requests that address current unmet priorities identified within the community and that fall under 1 of the following 3 categories:

- Human Services
- Agriculture/Forestry
- Arts/Heritage/Tourism

Applications may be submitted for either a Project Grant or a Program Grant as defined in the table below:

**Definition Term of Funding Grant Available**

Definition		Term of Funding	Grant Available
Project Grants	<ul style="list-style-type: none"> <li>• Short term funding</li> <li>• Supports a specific project</li> <li>• Time limited (i.e. a project which has a beginning and an end, and can be completed in 12 months or less)</li> </ul>	Annual	Maximum of \$10,000
Program Grants	<ul style="list-style-type: none"> <li>• Longer term funding</li> <li>• Requires ongoing funding to build sustainability</li> </ul>	Council Term	Maximum of \$50,000

Grants **will not** be issued:

- To cover deficits or retire debts;
- To replace current program funding;
- To provide endowment funds;
- For sectarian, religious, or political purposes;
- To contribute to buildings (renovation, construction, purchase);
- To individuals;
- To provide money for fundraising activities.

**Eligibility**

Applicants must provide services or programs to residents of Lanark County. Unincorporated individuals/organizations must work in partnership with an incorporated organization that will share in the project and receive and manage the funds.

**Submission Date**

Grant applications will be due September 15<sup>th</sup> of each year. The review process will take place in September/October with notification following budget approval.

## **Review Process**

Grant applications are reviewed by the Lanark County Community Services Committee of the Whole.

## **Funding Agreements and Liability Insurance**

Applicants must submit the following **upon approval** for approved funding to be released:

1. Proof of incorporation for their group or sponsoring group.
2. Proof of comprehensive general liability insurance.

Every individual/organization receiving funding from the Lanark County Community Grants Program must provide proof of comprehensive general liability insurance, acceptable to the County of Lanark, subject to the limits of not less than \$2,000,000 inclusive per occurrence. This is to protect the organization in case of bodily injury, including personal injury, death, and damage to property. Copies of insurance **must** submitted prior to any approved funding being released.

## **Reporting**

When the project is finished, the grant recipient must provide the following:

1. A completed project report and evaluation (see attached for sample).
2. A statement of revenues and expenditures (invoices upon request).

**These must be submitted within 2 months following completion of the project. Future proposals will not be considered until the final project report is received and reviewed.**

## **Indemnification**

The grant recipient must agree to reimburse the Lanark County Community Grants Program if they fail to comply with the agreement.

## **Changes to the Project**

Funding provided will be solely for the purpose stated in your agreement. Grant recipients will be required to advise us immediately, in writing, before making any changes to the project description or planned activities.

## **Appeal Process**

Applicants accept that all grant applications may not be approved for funding and that there will be no opportunity for appeal.

## **Emergency Funding**

These funding requests can be brought before committee or council at any time during the year. To qualify, applicants must be at risk of closure or losing a matching funding opportunity from another agency or level of government.

## **Lanark Transportation Association**

The Lanark Transportation Association (LTA) is funded by Lanark County with a Community Grant. The LTA is exempt from this application process as their funding allows Lanark County to qualify for Provincial Gas Tax Funding. They are required to provide Lanark County with annual audited financial statements and Lanark County Council is represented on the board.

**Application forms are available electronically on the County's website during the intake period and must be submitted on the prescribed form. Additional material may be uploaded with the form.**

<b>Lanark County Community Grants Program – Evaluation Matrix</b>		
	<b>Total Points</b>	<b>Applicant Score</b>
Builds on existing community strength and assets	10	
Addresses service gaps	10	
Responds to clearly identified local needs and provides demonstrated enrichment of the community	10	
Uses resources efficiently and effectively	10	
Involves meaningful partnerships	10	
Strives for a significant and/or lasting impact	10	
Benefits a wide audience	10	
Shows innovation, creativity, and proactive thinking	10	
Shows clear, measurable outcomes	10	
Does not duplicate services	10	
<b>Total Points</b>	<b>100</b>	
<b>Amount Requested</b>		
<b>Amount Recommended</b>		
<b>Amount Approved by Council</b>		



## Lanark County Community Grant Reporting

The County of Lanark is genuinely interested in the success of the programs and projects it funds. Follow-up reports serve to inform the County of the status of these activities and the disposition of monies granted. Reporting at the end of projects/programs is required as a condition of each grant.

### Reporting Checklist

Grant recipients must provide a completed reporting form (all questions answered) and include the following information and attachments:

- Completed reporting form (**available online at lanarkcounty.ca**)
- Support material, please provide 1: i.e. evaluation report, promotional material, photograph or newspaper coverage (**uploaded through online reporting form**).

***Follow-up reports are due within 2 months of your event or program or within 1 year of receiving funds. Future proposals will not be considered until the final project report is received and reviewed.***

Contact Information	
Organization:	
Contact Person:	
Phone Number:	
Email:	

Project Information	
Name of Project/Program:	
Grant Amount Received:	\$
Date of Event (if applicable):	
Location of Event (if applicable):	
Completion Date:	

*\*Reporting form continues on next page.*

**1. Impact and Overall Result of the Project:**

Provide as much detail as possible; numbers; anything that will illuminate the value of the project to the people of Lanark County. Discuss how it met a community need. Any quotes or stakeholder/user impact statements (if applicable) are excellent.

**2. Evaluation of the project/program:**

How did it go? Are there any changes you might consider making if you run the project or program again in the future?

**3. Promotion:**

Please describe what you did to promote awareness of the project?

**4. Final Project/Program Budget:**

Please complete the full budget including revenue, expenses and net surplus/deficit. If there are any notes to inform the Grants Committee, please leave in this section.