

The Municipality of South Bruce

# **Building Better Futures Grant Program Guidelines**



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## Building Better Futures Grant Guidelines

**1. Policy Statement:** The Municipality of South Bruce wishes to provide financial assistance to local organizations which will have a positive impact on the community. The funds will be distributed through an open, fair and accountable process that ensures the best benefit to the community through programs and services to residents.

**2. Funding:** The funding will be directed toward five specific streams:

- Arts, Culture
- Sports & Recreation
- Social & Health
- Environmental
- Tourism

Funding will be available for projects that support, sustain, promote, inform, educate, celebrate, preserve and/or provide access to these areas. The five streams include, but are not limited to:

**Arts:** creative activity by professionals or non-professionals in various forms including; visual, performing, literary, media and decorative arts.

**Culture:** beliefs, customs, traditions, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class and diversity.

**Sports & Recreation:** activities contributing to physical health and well-being including; participation in sports leagues, instructional sports, fitness, wellness activities, new fitness programs, leisure and hobby activities.

**Social & Health:** programs and services supportive to the social determinants of health with a focus on prevention, access to housing, food, clothing and freedom from violence.

**Environment:** beautification, conservation, documentation, interpretation, preservation, restoration and research of the environment or natural heritage (air, water, flora, fauna and natural landscape).

**Tourism:** projects that contribute to the community well-being in the Municipality and economic growth.

**3. General Terms:**

A Building Better Futures Committee comprised of Municipal staff will distribute the funds allocated to the Building Brighter Futures, not to exceed allotted amount by Council of \$20,000.

It is intended that the Building Better Future funds are for the benefit of the residents of the Municipality of South Bruce. Projects where funds go outside the Municipality are not eligible.

The program shall provide a modest level of assistance to local organizations in a fair and equitable manner. It is not the intent of this program to provide sustainable funding or to create long-term financial dependency. **The maximum funding request is \$2,500.00.** exceptions may be considered if the project demonstrates significantly augmented community well-being for the Municipality of South Bruce.

Funds are intended to be supplementary to main sources of funding for organizations. The organization must show exploration of other financial support and options (i.e. fundraising and volunteer support). A budget template is provided that must be completed in full and attached to the application.

Providing financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide funding beyond the current fiscal year. Only one application per year will be permitted per organization. Consideration will be given for projects that have not received other financial support from the Municipality of South Bruce.

#### **4. Municipal Review:**

Applications will be reviewed by the Building Better Futures Committee who will make the final decision regarding the approval for funding. The Committee is comprised of the CAO, Economic Development Officer, Recreation Manager and Treasurer.

Applications will be assessed using a weighted matrix that determines: the need for the project, alignment with the Municipality's Strategic Plan and at least one of the five funding streams, financial viability, contribution to the well-being and sustainability in the community, partnerships and ability to successfully complete the project.

#### **5. Project Costs**

Applications will be reviewed as they are received by the Building Better Future's Committee. There is a possibility that a project will be approved for a lesser amount than requested, if this is the case, a designated member of the committee will contact the applicant to ensure the project can proceed with the lesser amount.

The applicant will receive 100% of the funds upon completion of the project or program, in addition to the completion of the final report, budget receipt and photo submission. Once projects are complete, a photo opportunity recognizing where the funds came from will be required.

Please note that organizations that failed to complete their final reports by the required deadline from previous Building Better Futures Committee intakes are not eligible to apply for future Building Better Futures intakes.

## **6. Eligibility Criteria**

To be eligible for a grant, the applicant must:

- Be a community group;
- Be based in the Municipality of South Bruce or provides programs or services for the residents of the Municipality of South Bruce;
- Demonstrate active fund-raising efforts and/or volunteer support for the project – the Building Better Futures Grant is not to be considered sustainable funding for the organization or program/service;
- Have a proven positive track record of program or service offerings;
- Comply with the reporting requirements from any previous Municipal programs or agreements.

## **6. Ineligible Criteria**

The following conditions render the applicant ineligible for funding

- Flow through funding (where the intent is to directly re-distribute the funds to others);
- Deficit funding or retroactive funding (for past shortfalls);
- Debt retirement or depreciation costs;
- Duplication of funding received from another source where total funding would exceed costs;
- Programs or services political in nature;
- Programs or services provided by private businesses;
- Programs or services provided for members only or private events;
- Committees of Council are not eligible to apply for funding

## **7. Accountability**

Applications must:

- Be submitted using the attached form;
- Include a project budget, the attached template must be filled out in full
- Provide complete information concerning the project's objectives, services provided, operating costs, financing details and an explanation of reasons for the funding need.

## **8. Municipal Recognition**

Recipients of the Building Better Futures Grant, including in-kind support, shall acknowledge municipal support in media coverage and printed material.

## **9. Final Reporting**

By accepting the Building Better Futures Grant funds, recipients agree to complete a final report that includes:

- a demonstration of how the municipality was recognized for its contribution to the project;
- photographs that exhibit the completed project or event that the Municipality has permission to use to advertise the Building Better Futures Grant;
- a completed final budget using the budget template provide
- a completed final report form

The final report must be sent to the Economic Development Officer in order to receive the funding. Failure to provide the final report in full with render the recipient (community group or individual) ineligible to apply for future Building Better Futures Grants.

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9. Describe, in detail, the project and identify the need for the project: Max. 500 words

10. If successful, what part of the project will the Municipal funds be used for: Max. 100 words.



11. How will the project support community sustainability and well-being? Max. 500 words.

12. How does your project align with the chosen funding stream? Max. 250 words

13. How does your project align with the Municipality's Strategic Plan? Max. 250 words

14. How will your project be sustainable in the future: Max. 250 words.

15. In your best estimation, how many South Bruce residents will your project benefit? \_\_\_\_\_
16. Amount Requested: \_\_\_\_\_
17. Project Start and End Dates: \_\_\_\_\_
18. Have you received all the necessary permits or approvals for this project?  
\_\_\_\_\_
19. If successful, who will cheque be made payable to? \_\_\_\_\_

**Enclose the following information:**

- Project budget
- Previous year project budget if available

**Information to be Provided if Funding is Approved:**

- Final project accounting statement within 1 month of the project completion
- Report describing use of Municipal funds and outcomes achieved (template will be provided)

**Attach any additional information which you feel may assist in evaluating your application (please limit volume of information).**

I have read the eligibility criteria and confirm that the organization will comply with all requirements. I confirm I have the authority to sign this application on behalf of the organization. I confirm that all the information in this application and the attached documentation is true.

Personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of reviewing the application. Questions about the collection of the personal information may be addressed to the Clerk of the Municipality of South Bruce, 21 Gordon Street, Teeswater ON, N0G 2S0 Phone: (519) 392-6623.

**Signature:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# Municipality of South Bruce

## Building Better Futures

### Program Budget Template

**Organization Name:**

**Project Name:**

#### Estimated Project Expenses

Expense Item	Amount

**Total Project Expenses:**

#### Estimated Project Revenue

Revenue Source	Amount	Confirmed?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

**Total Project Revenue:**

Please Note: Project revenue should not exceed project expenses. Revenues and expenses must be filled out in full and match the information provided in the Project Application. Projects without other revenue sources will not be considered.



## Building Better Futures Completion Form

Application Date:

Project Start Date:

### Section A: Applicant Information

Project End Date:

Name:

Organization:

Mailing Address:

City/Town:

Postal Code:

Phone Number:

Email:

Cheque made payable to Applicant's Information in Section A

Cheque made payable to Alternate Name other than Applicant, please fill out section B

### Section B: Alternative Name:

Mailing Address:

City/Town:

Postal Code:

Phone Number:

Email:

After Picture attached or Program Guidelines

Section C: Project Details - How has this project contributed to the well-being of the South Bruce Residents and estimated how many residents benefited from this project?

#### Section D: Project Costs

Overall Total Project Cost (HST not included): +HST

All Paid Invoices Attached

Other contributions received towards the project: +HST

Grant request:

Grant request as a % of the total project cost:

#### Section E: Attachments

Attached project before & after photos or project guidelines

Attached final budget report

Attached copy of acknowledgement of municipal support in media coverage and/or printed material

#### Section F: How are you ensuring sustainability of this program or project?

#### Section G: Signature of Applicant

I certify that the information given on this information is correct and complete.

Signature of Applicant:

Date:

**Submit Applications to:**

**Municipality of South Bruce**

**c/o Rhonda Niesen, Economic Development Assistant**

**21 Gordon St. E PO Box 540 Teeswater, ON N0G 2S0**

**(519) 392-6623 rniesen@southbruce.ca**