

**TOWN
OF
GANANOQUE**

**COMMUNITY GRANTS
PROGRAM**

2016

Gananoque Community Grants Program

Since 2002, the Town of Gananoque has received from the Ontario Lottery and Gaming Corporation 2.5% of the annual gross slot machine revenues of the 1000 Islands Charity Casino.

By resolution of the Gananoque Town Council, \$80,000 of these revenues has been earmarked to provide grants, donations, and contributions to special projects to support Gananoque organizations and individuals with financial assistance for projects and activities that will benefit the community and enhance the quality of life of Gananoque's citizens. A Community Granting Committee of Council (CGC) will evaluate applications for grants according to the criteria and procedures set out in these guidelines.

Eligibility:

To apply, the applicant must be one of the following:

- a not-for-profit (non-share) corporation (incorporated under the Corporations Act)
- an organized, unincorporated, non-profit organization
- an individual (person who permanently resides in Gananoque), if the request is for an activity that cannot be brought forward by a community organization who meets the application requirements

Applicant Requirements for Community Organizations:

1. Organizations must operate under the authority of a volunteer board or executive committee (not less than 5 members).
2. Organizations must hold an annual general meeting, at which the board of directors or executive committee is elected from the general membership through a democratic election process.
3. Organizations must have a minimum of 75% of its membership or registrants comprised of Gananoque residents / ratepayers UNLESS there are insufficient residents to form a local organization and the addition of non-residents will enable Gananoque residents / ratepayers to participate in an otherwise unavailable activity.
4. An official grant application must be completed and submitted to the Community Grants Program, c/o Gananoque Town Hall, prior to the program deadlines.
5. Organizations must provide financial statements for the previous 2 years.
6. Organizations must provide an operating budget specifically outlining within it how grant dollars will be allocated. Within 60 days after the event or project is complete, the organization needs to report back to the Committee.
7. Grants must be used within one year (365 days) from receipt of funding, unless a specific exception has been approved by the Granting Committee at time of funding approval.

Restrictions:

The following activities will not be eligible for funding:

- Flow through funding (where the intent is to redistribute funds to others)
- Religious or political activities
- Debt retirement, depreciation, retroactive or deficit funding
- Universities, Colleges, Schools, or Hospitals
- Invitational or discretionary travel

The Granting Committee will not normally approve multi-year grants.

Funding will not be provided for permanent staff positions.

Any requests which, if granted, would constitute a future cost burden on the Town will be re-directed (i.e., the applicant will be advised to seek funding directly from the Town as part of its normal budgeting process).

Gananoque Community Grants Program

Applicant Requirements

1. An official grant application must be completed, and submitted to the Community Granting Committee (CGC) prior to the program deadlines outlined below.
2. The applicant must address how the application fits with the fund's purpose.
3. The applicant, if the applicant is an individual, must indicate why an organization cannot submit the application.
4. The applicant must complete an operating budget, expenditures and revenues specifically outlining how grant dollars will be utilized.
5. Grants must be used within one year (365 days) from receipt of funding.
6. The applicant must report back to the Committee on the success of their event/services, provide a financial accounting of revenues and expenditures for the event/services, and provide their last annual financial statements.

Notes:

- Applicants applying for start-up funding must indicate when their first annual meeting will be held and are not expected to have financial statements for submission.
- Exceptions can be made upon request (must be submitted with the application).

Community Granting Committee Application for Grants/Donations/Contributions to Special Projects Timelines

Application Deadlines – 4 per year

- Round 1 - 4pm, Thursday, February 18, 2016
- Round 2 - 4pm, Thursday, April 14, 2016
- Round 3 - 4pm, Thursday, August 11, 2016
- Round 4 – 4pm, Thursday, September 22, 2016

Committee Review Dates

- Round 1 - Week of February 29, 2016
- Round 2 - Week of April 25, 2016
- Round 3 - Week of August 22, 2016
- Round 4 – Week of October 3, 2016

Earliest Recommendation to Council

- Round 1 - Tuesday, March 15, 2016
- Round 2 - Tuesday, May 17, 2016
- Round 3 - Tuesday, September 6, 2016
- Round 4 – Tuesday, October 18, 2016

Please note that the application deadlines will not change, however the Committee review and recommendation to Council of any application may require more assessment time than provided. A decision by Council not to fund at the level requested may be appealed to the Council by the applicant not later than 30 days from the date of notification of the decision of the Council to the applicant.

A. FUNDING CATEGORIES:

A.1 COMMUNITY ORGANIZATION GRANTS

✂ (i) Projects:

Organizations may apply for one-time funding related to a specific project of significant benefit to the Town of Gananoque in terms of economic impact, community participation and education, and/or enhancement of the image of the Town.

(ii) Enhancement of Organizational Effectiveness and Service

This category will assist organizations with start-up funding or provide support / development funding for:

- internal training programs / personal development opportunities for members
e.g.- Coaching clinics, certification programs, skills and techniques workshops, etc.
- equipment needs
e.g.- Training equipment, program equipment
- travel for members who qualify to participate in provincial, national, or international activities relating to the work of the organization
- expansion of an organization's services

(iii) Community Event

This category provides funding for organizations planning to host events open to the Gananoque community (e.g. festivals, concerts, tournaments, conferences, workshops, etc.). The event should either be educational, celebratory (provincial championship, etc.), or provide an activity that would not occur in Gananoque without the applicant providing it.

A.2 GRANTS TO INDIVIDUALS

- An individual may apply for funding to assist with the development of a new initiative, project, or community event.

A.3 TRAVEL SUPPORT GRANTS

- Individuals may apply for funding to assist with travel costs associated with their qualification at a provincial, national, or international activity.

A. Funding Category

A.1

A) PROJECT

C. Organizational Financial Information

C,1

A) See Attached..Financial Statement 2016

B) Operating Budget 2017 being prepared based on change of operating structure

C) Board Members

Cliff Edwards President/Chair

Trish McNamara.. Vice President

Myrla Grant.. Treasurer

Terri-Lynn Bayfird

Heather Thompson

Tanis Wilson

Brad Borland

C.3

See Attached

Operating Revenue Sources 2016

A.4 FUNDING AVAILABLE:

Suggested Maximum Grant Guideline for 2016 \$20,000

Please submit 1 copy of your application package (or fax or email) to:

Town of Gananoque
30 King Street East
Gananoque, ON

Fax: 613-382-8587

Email: mkirkby@gananoque.ca

B. GRANTING REVIEW PROCESS:

1. The CGC will review all applications and prioritize recommendations. The CGC may seek further information from the applicant and may also make related inquiries as it deems necessary.
2. The CGC will meet to consider applications as soon as possible after each deadline date. Recommendations will be forwarded to Town Council for approval.
3. Applicants will be notified regarding the status of their request after Council has met and funds will be distributed after Council approval has been received.
4. Applicants, who wish to appeal the decision made by Council, must notify the Recording Secretary, Community Granting Committee, c/o Gananoque Town Hall, of their intent within 30 days of receiving notice.
5. CGC (if applicable) will review appeals and Council (if applicable) will consider appeals.
6. Funds will be distributed by way of a Town of Gananoque cheque. Included with the cheque will be a letter noting the amount that was approved and a reminder that recipients must report to the Committee after their event or activity has taken place providing a financial statement for the activity and the most recent annual financial statement for their organization. This reporting is due no later than one year after the receipt of the funds. Successful applicants may be subject to a Town of Gananoque audit.
7. CGC will review the Community Grants process and evaluations received from Grant recipients. Any recommended adjustments will be forwarded to Council for consideration prior to the implementation of a 2017 funding program.

Information Accessibility - Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Town of

Gananoque Community Grants Program

Gananoque to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Committee and Council.

C. ORGANIZATION FINANCIAL INFORMATION

C1. Please include in your application submission –

- a) Copies of your organization's financial statements for the past 2 years. Statements must include a Balance Sheet (all assets & liabilities including cash reserves) and an Income Statement.
- b) An operating budget for the current year. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Gananoque as a potential revenue source.
- c) List of current board members.

C2. Has your organization received financial support from the Town of Gananoque in the past?

If so, please indicate amounts and purposes.

C4. TOWN OF GANANOQUE COMMUNITY GRANTS

DATE: FEB 10, 2017

APPLICATION FOR: (Select One) GROUP PROJECT: INDIVIDUAL: _____ TRAVEL: _____

ORGANIZATION'S NAME: 1000 ISLAND CHAMBER OF COMMERCE

ADDRESS & POSTAL CODE: 215 STONE ST SO GANANOQUE

TELEPHONE: 613-382-7744 EMAIL: CLIFF.EDWARDS42@MSHIL.COM FAX: 613-382-2100

PRESIDENT OR CEO: CLIFF EDWARDS TELEPHONE: 613-382-1558

CONTACT PERSON: AMY KIRKLAND TELEPHONE: 613-AS ABOVE

NUMBER TOWN MEMBERS: _____ NUMBER OTHER MEMBERS: _____

MEMBERSHIP FEE: SEE MEMBERSHIP SERVICE/CLIENT FEE: _____

FUNDING AMOUNT REQUESTED: \$ 7,500⁰⁰

Post Event/Service RESULTS

<p>1. DESCRIBE PROJECT. <u>THE VISITORS Guide IS AN IMPORTANT TOURISM TOOL TO ATTRACT & INFORM VISITORS. WE NEED TO DISTRIBUTE 60,000 Guide TO VARIOUS TOURISM SITES.</u></p>	
<p>2. HOW WILL THE PROJECT ENHANCE THE TOWN OF GANANOQUE? <u>THE VISITORS Guide goes to all Ontario, Quebec, Northern New York and other provincial TOURISM SITES TO PROMOTE GANANOQUE & REGION</u></p>	
<p>3. PLEASE ATTACH THE BUDGET SHOWING ALL EXPENDITURES AND ALL SOURCES OF REVENUE REGARDING THIS PROJECT. <small>(Include the budget for this project showing expenditures and all sources of cash revenue as well as Donations in kind.)</small> <u>See Attached</u></p>	

Gananoque Community Grants Program

<p>4. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR?</p> <p><i>Some include Major Breakfast, Home & Leisure Show Monthly, Meet & Greet, Business Seminars etc</i></p>	
<p>5. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS?</p> <p><i>An official "thank you" as a MAJOR Sponsor, represented in the Visitors Guide</i></p>	
<p>6. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED?</p> <p><i>Visitors Guide distribution is crucial. Our budget does not allow us to distribute guides to ALL Tourism Sites</i></p>	
<p>7. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL?</p> <p><i>The Guide informs visitors as to our regional services. Purchase on tourism visits, retail, restaurant reservations.</i></p>	
<p>8. ADDITIONAL INFORMATION (Please attach any relevant information)</p>	

PRES/CEO SIGNATURE: *E. Edwards*

CONTACT SIGNATURE: _____

** All grant recipients are required to prepare a final report on how the grant monies were expended, and the level of success of their project – see section C of the Community Grant Policy.*

C5.* Proposal Budget

Please note the following:

- If your request is for equipment or facility upgrades, a written quote (estimate) from a supplier or contractor is required. Please attach to your application.
- If your request is for a facility upgrade to a site you do not own, please include a letter permitting this work to be done (if funding is approved) from the facility owner.

Should full financial support not be recommended for your proposal, it will be helpful to know which items you view as the most critical part of your request. Please complete the priority ranking section in the chart below for this purpose (1 = highest priority/most needed).

Expected Costs Description	\$ Amount	Priority Ranking	Expected Funding Sources	\$ Amount	Confirmed	Requested
Distribution Costs			Fund Raising	1,000		
Ontario Quebec			Breakfasts	1,000		
Northern New York			Memberships	1,000		
Gas, vehicles			Sponsors	500		
Storage, etc			Each in AAND	/		
Sub-Total:	\$10,000	1	Sub-Total:	\$3,500		

Funding Request: \$ 7,500

In-Kind Contributions (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
Total:				

1000 Islands Gan Chamber
Income Statement Oct 01, 2015 to Sep 30, 2016

REVENUE

Sales Revenue		
Chamber Group Insurance		5,231.90
Empire Life Insurance		6,209.50
Event Sponsorship		3,603.98
Advertising		14,560.80
Visitors Guide Advertising		42,936.14
Events		1,704.00
Awards Celebration	2,025.67	
Levee and Breakfast	1,610.90	
Girls Night Out	<u>2,857.38</u>	
Events Revenue		6,493.95
MNR - Lic.		0.00
Grants		4,490.00
OLG Sponsorship		0.00
Membership		14,811.66
TI Council Ads		8,248.50
Town of Gananoque		0.00
Sales Discounts		<u>-90.41</u>
Net Sales		<u>108,200.02</u>
Other Revenue		
Freight Revenue		0.00
Interest Revenue		0.00
Miscellaneous Revenue		<u>0.00</u>
Total Other Revenue		<u>0.00</u>
TOTAL REVENUE		<u>108,200.02</u>

EXPENSE

Cost of Goods Sold		
Inventory A Cost		0.00
Inventory B Cost		0.00
Inventory C Cost		0.00
Inventory Variance		0.00
Item Assembly Costs		0.00
Adjustment Write-off		0.00
Transfer Costs		0.00
Purchases	0.00	
Purchase Returns	0.00	
Purchase Discounts	<u>0.00</u>	
Net Purchases		0.00
Freight Expense		<u>0.00</u>
Total Cost of Goods Sold		<u>0.00</u>
Payroll Expenses		
Commission Income		7,745.50
Wages & Salaries		11,307.98
EI Expense		277.89
CPP Expense		429.34
WSIB Expense		472.41
EHT Expense		0.00
User-Defined Expense 1 Expense		0.00
User-Defined Expense 2 Expense		0.00
User-Defined Expense 3 Expense		0.00
User-Defined Expense 4 Expense		0.00
User-Defined Expense 5 Expense		0.00
Employee Benefits		<u>0.00</u>
Total Payroll Expense		<u>20,233.12</u>
General & Administrative Expenses		
Accounting & Legal		1,000.00
Advertising & Promotions		0.00
Bad Debts		0.00
Fees & Dues		1,044.17
Cash Short/Over		0.00
Courier & Postage		0.00
Credit Card Charges		0.00
Currency Exchange & Rounding		0.00
Amortization Expense		0.00
Income Taxes		0.00
Insurance		<u>2,028.14</u>

**09 Islands Gan Chamber
Income Statement Oct 01, 2015 to Sep 30, 2016**

Interest & Bank Charges	4,069.98
Office Supplies	625.95
Office Move	0.00
Events & Seminars	4,489.99
Marketing	35,334.35
Visitors Guide Distribution	9,549.39
Miscellaneous	215.00
Realized Exchange Gain/Loss	0.00
Rent	10,548.40
Repair & Maintenance	0.00
Web Development	0.00
Telephone	2,398.02
Travel & Entertainment	0.00
Utilities	0.00
Bursary	228.59
Total General & Admin. Expenses	<u>71,531.98</u>
TOTAL EXPENSE	91,765.10
NET INCOME	<u>16,434.92</u>

1000 Islands Gananoque Chamber of Commerce
Board Member

Name

C. F. EDWARDS

Email

C.F.Edwards@42c.com

URL

www.1000islandsganchamber.com



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