

**TOWN  
OF  
GANANOQUE**

**COMMUNITY GRANTS  
PROGRAMME**

**2015**

## Gananoque Community Grants Programme

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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.

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### 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 Programme, c/o Gananoque Town Hall, prior to the programme 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).

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### Applicant Requirements

1. An official grant application must be completed, and submitted to the Community Granting Committee (CGC) prior to the programme 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 19, 2015
- Round 2 - 4pm, Thursday, April 16, 2015
- Round 3 - 4pm, Thursday, August 13, 2015
- Round 4 – 4pm, Thursday, September 24, 2015

#### Committee Review Dates

- Round 1 - Week of March 2, 2015
- Round 2 - Week of April 27, 2015
- Round 3 - Week of August 24, 2015
- Round 4 – Week of October 5, 2015

#### Earliest Recommendation to Council

- Round 1 - Tuesday, March 17, 2015
- Round 2 - Tuesday, May 19, 2015
- Round 3 - Tuesday, September 15, 2015
- Round 4 – Second meeting in December 2015

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.4 FUNDING AVAILABLE:**

Suggested Maximum Grant Guideline for 2015                      \$20,000

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

Town of Gananoque  
30 King Street East  
Gananoque, ON  
K7G 1E9

**Fax:** 613-382-8587

**Email:** [comgrants@gananoque.ca](mailto:comgrants@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 2016 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 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.

Bruce Davis - President      Chris Weeding      Ryan Peterson  
Scott Peterson - Chairman      Mike Dabros

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

If so, please indicate amounts and purposes.

Not Applicable.

C1) A and B are not applicable as this is a first time non profit event.

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**C3.** In addition to items noted in C1, please outline below your organization's sources of operating revenue. This will assist in our financial review of your organization.

Revenue Sources (be specific)	Amount Received (previous financial yr.)	Current Budget (projected)
Membership Fees	—	
Program Fees / Fees for Service	—	
Other (non-Town)Government Funding	—	
Other Grants	—	
Fundraising	—	
Sponsorship	—	
Donations	—	
Gifts In Kind	—	
Other (please specify)	—	
Total Revenues:	—	please see attached



**C4. TOWN OF GANANOQUE COMMUNITY GRANTS**

DATE: Thursday August 13/15

APPLICATION FOR: (Select One) GROUP PROJECT:  INDIVIDUAL: \_\_\_\_\_ TRAVEL: \_\_\_\_\_

ORGANIZATION'S NAME: Gananoque Brewing Company LTD

ADDRESS & POSTAL CODE: 9 King St E, K7G 1E7

TELEPHONE: 613-468 9131 EMAIL: kristina@mogantier.com FAX: 613- \_\_\_\_\_

PRESIDENT OR CEO: Bruce Davis TELEPHONE: ~~613~~ 416-520-1972

CONTACT PERSON: Kristina Miller TELEPHONE: 613-449-8642

NUMBER TOWN MEMBERS: — NUMBER OTHER MEMBERS: —

MEMBERSHIP FEE: — SERVICE/CLIENT FEE: \_\_\_\_\_

FUNDING AMOUNT REQUESTED: \$ 7000.00

**Post Event/Service RESULTS**

<p>1. DESCRIBE PROJECT.</p> <p><u>See Attached</u></p>	
<p>2. HOW WILL THE PROJECT ENHANCE THE TOWN OF GANANOQUE?</p> <p><u>See Attached.</u></p>	
<p>3. PLEASE ATTACH THE BUDGET SHOWING ALL EXPENDITURES AND ALL SOURCES OF REVENUE REGARDING THIS PROJECT. (Include the budget for this project showing expenditures and all sources of cash revenue as well as Donations in kind.)</p> <p><u>See Attached.</u></p>	
<p>4. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR?</p> <p><u>See Attached.</u></p>	

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5. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS?  See Attached.	
6. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED?  See Attached	
7. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL?  See Attached.	
8. ADDITIONAL INFORMATION (Please attach any relevant information)  See USB	

PRES/CEO SIGNATURE: \_\_\_\_\_

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.*

### 1. DESCRIBE PROJCT.

The Gananoque Brewing Company has been given an opportunity to bring a growing band into Gananoque, called Hollerado. Hollerado is a Canadian band from Ottawa Ontario, (music provided on the included USB). Partnering with 98.9 the Drive, whom, though a Kingston Radio Station, has a local Gananoquian as the General Manager of Sales, (Brian Johnston), the brewery is wishing to co-host a free evening concert down at the amphitheatre, on September 26 2015. the idea is to have local musicians open for Hollerado providing two bands with an amazing opportunity they may not otherwise have.

### 2. HOW WILL THE PROJECT ENHANCE THE TOWN OF GANANOQUE?

The project will enhance Gananoque because it will elongate the tourism season. Bringing Hollerado into town will help put 'heads in beds', which fits right in with TIAP's mission. Having a bigger name band will bring tourists from Toronto to Ottawa for a weekend getaway and because the concert itself is free it will encourage incoming traffic to spend more at businesses, restaurants, hotels and other tourist attractions. This is something that we feel is extra important to encourage after the labour day weekend. Finally, this provides a fun and free family activity for locals to partake in.

### 3.BUDGET

All other potential sources of funding are still in the "requested" stages.

### 4.WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR?

For this event, we are not partaking in fundraising activities per say, but we are seeking other grants as well as sponsors. We are hoping to partner with TIAP both financially and as a liaison with the tourism community. We are also looking at OLG as another sponsor and the Great waterway, which is provincially funded. Finally we are hoping to 'pre sell' VIP seating areas for the event to help us bring in some money.

### 5.IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS?

If our funding is approved we will notify the community through social media, as well as all written promotional materials such as posters, rack cards etc.

6.HOW WILL YOU BE AFFECTD IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED?

If the grant is not approved the brewery may have to give up this opportunity. Though we are very excited about Hollerado, this event is large enough that we need all the local support we can get. We have a plan to see grant money from other organizations as well as a plan to get sponsorships from local businesses we will need the town's help to fund this event in order to make is a success. We hope that the town and other organization will see value in what we are doing and will want to be a financial partner for this concert.

7.HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR BUSINESS PROPOSAL?

Evaluation of the grant will be done through attendance. Though no money will be made, the brewery will be able to see through attendance whether or not the event was successful and whether or not the brewery should continue to partner with the Drive to make this an annual September event for the town of Gananoque.

Project Equinox budget - FIRST DRAFT

**REVENUE**

	Worst case	Most likely	Best case
Bleacher tickets @ \$10	\$500	\$1,000	\$2,000
On the Rocks tickets @ \$20	\$400	\$800	\$1,200
Kingston bus packages @ \$40	\$800	\$2,400	\$12,000
Parking @ \$5	\$500	\$1,500	\$2,500
Corn Roast	\$300	\$600	\$2,000
Vendors			
Other Grants	\$3,000	\$6,000	\$10,000
Total revenue	\$5,500	\$12,300	\$29,700

**EXPENSES**

Marketing communications	\$2,500	\$2,500	\$2,500
Ticket service	\$100	\$200	\$500
Talent	\$11,000	\$11,000	\$11,000
Technical support	\$1,000	\$1,200	\$1,000
Parking revenue share with GBL			
Bleachers	\$1,000	\$1,000	\$2,000
Event security	\$500	\$500	\$500
Liquor license	\$75	\$75	\$75
Kingston bus shuttles	\$400	\$800	\$3,200
Insurance	\$700	\$700	\$700
First Aid	\$500	\$500	\$500
Garbage clean up	\$500	\$500	\$500

Paid duty police	\$500	\$500	\$500
Bar security (GBC)	\$500	\$200	\$200
Bar staff (GBC)	\$125	\$63	\$63
Total expenses	\$19,400	\$19,738	\$23,238
NET INCOME	-\$13,900	-\$7,438	\$6,462