



## **CITY OF STRATFORD 2017 GRANT APPLICATION GUIDELINES**

Please ensure your application is complete and accurate by following these instructions.

Any questions can be directed by email to [wpartridge@stratfordcanada.ca](mailto:wpartridge@stratfordcanada.ca) or by phone at 519-271-0250 ext. 202.

### **1. Grant Information**

- Please be specific as to amount of grant being requested
- In-Kind grant requests will need a value determined by the appropriate City dept
- View the City's strategic priorities here  
[https://www.stratfordcanada.ca/en/insidecityhall/resources/2017\\_Budget/Strategic-Framework---City-of-Stratford.pdf](https://www.stratfordcanada.ca/en/insidecityhall/resources/2017_Budget/Strategic-Framework---City-of-Stratford.pdf)
- Questions may be answered on a separate page if space is not sufficient – some fields on the form only allow one line to be displayed and printed

### **2. General Organization Information**

- Contact information listed here will be used for any correspondence regarding your grant application – please include an email address that will be checked regularly.
- Please do not include any personal information in your application as it may be published for Council and the public
- View the Canada Revenue Agency's definitions of a registered charity and a non-profit organization here  
<http://www.cra-arc.gc.ca/chrts-gvng/dnrs/rgltn/dffrnc-rc-np-eng.html>

### **3. Program Information**

Applicants for a City grant must meet all of the following eligibility criteria:

- Must align with one or more of the City's strategic priorities
- Must be a not-for-profit, non-profit, or registered charitable organization
- Programs must not be within the legislated mandates of other government or City service providers

Also, consideration will be given to:

- How the organization's activities impact citizens
- Whether or not the grant is a primary source of funding for the organization or event

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#### **4. Financial Information**

- All detailed financial information must be included with your application, as listed on the application form
- Year-end financial statements must include any accumulated surpluses and their designated purpose (if any)
- Budget must show all revenue, expenses and anticipated net surplus or deficit (if applicable)

#### **5. Application Process**

- Applications and all supporting documentation will be received in ".pdf" format by email at [wpartridge@stratfordcanada.ca](mailto:wpartridge@stratfordcanada.ca) up to and including Thursday, September 15, 2016
- Due to the condensed approval process this year, late submissions may not be accepted
- Eligible applications will be forwarded to the Community Grants Evaluation Committee which is composed of two Council members and three City staff members selected from each of the Corporate Services, Community Services and Social Services departments

#### **6. Evaluation Process**

- The Evaluation Committee will meet end of September/beg of October to review all applications and provide its recommendations to City Council
- City Council has final approval for all grant decisions

#### **7. Final Decision**

- Applicants will be notified of Council's decision by email and offered the opportunity to appeal to the Finance & Labour Relations Sub-committee on an individual basis
- Final grant decisions will be targeted for the end of 2016