



<p style="text-align: center;"><b>CITY OF STRATFORD</b> <b>2020 GRANT APPLICATION GUIDELINES</b></p>
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**General Information**

Please ensure your 2020 grant application is complete and accurate by reviewing this document, as well as City Policy F.1.1 Community Grants Program, before completing and submitting your application.

Year End Reporting Requirements

It is also suggested that you review the Reporting Guidelines for 2019 Grants that are found on the City webpage "2019 Budget". This document will outline what types of information you will be required to provide at the end of 2020, if you receive funding under the 2020 Community Grant Program.

2020 Online Application

The online application must be completed and submitted in one session. You are not able to partially complete your application and save it to complete at a later time. A blank form can be printed from your browser if you would like to review the entire blank form first, before starting. Simply right click anywhere on the screen when you are in the online application and select "print".

The maximum upload file size is 2 mb. If you have any files larger than 2 mb please email them separately to the email address noted below.

Deadlines

Applications for 2020 (one-time grants) will be accepted from **August 1, 2019, to November 30, 2019**. Decisions for individual grants are expected to be available near the end of February 2020.

Applications for 2020 and future years (requests for multi-year support) will be accepted from **August 1 to 31, 2019**. These funding requests will be considered on a case-by-case basis as part of the 2020 budget deliberations.

## Contact Information:

Any questions about the community grants process can be directed as follows:

- by email to [wpartridge@stratford.ca](mailto:wpartridge@stratford.ca)
- by phone at 519-271-0250 ext. 202

### **Section A. Organization Information**

Contact information listed here will be used by the City for any correspondence regarding your grant application. As email will be the main form of communication for your grant application, please include an email address that someone from your organization will be checking regularly.

You will be asked to upload one file in this section (organizational structure).

### **Section B. Eligibility Requirements**

This information will be used by City staff to determine if your organization and activity is eligible for funding. This is based on the criteria set out in the City's Community Grants Program Policy.

Applicants will be advised if their request does not qualify for funding, and therefore their application will not be accepted.

### **Section C. Grant Request Detail**

This information will give details about your funding request.

Please note the new categories for 2020 of "one-time" and "multi-year" requests, as referenced in the policy. Also please note the different deadlines for accepting these applications – **August 30, 2019 for multi-year; November 30, 2019 for one-time.**

### **Section D. Financial Information**

This information will be used by the Community Grants Evaluation Team to evaluate eligible applications using criteria set out in the City's Community Grants Program Policy.

Community groups who receive funding under the 2020 grant program will be required to report on their budget vs. actual at year-end on the City's template. This template can be viewed in the Reporting Guidelines for 2019 Grants, and can be used by 2020 grant applicants if they wish when submitting their 2020 budget.

The budget you submit with your application should be specific to your grant request and include revenue, expenses and anticipated surplus/deficit for the year.

Please submit the most current financial statement available at the time of your application, and email an update if one becomes available.

You will be asked to upload two files in this section (financial statements and budget).

### **Section E. Additional Information**

This area can be used to include any additional comments or information relevant to your application. It is not mandatory.

You can upload one or two files in this section.

### **Section F. Signature/Submission**

Once everything is completed, you can print the form if you wish, then click "submit" at the bottom of the application. If there is any missing or incorrect information you will be prompted to make revisions. Click "submit" again and it will be automatically emailed to the City.

You will receive an email confirmation back that your application form has been sent.