

Instructions for Financial Assistance Requests to Council

General Funding Requests

1. Applications are to be submitted to the Treasurer.
2. Applications are to be on a form prescribed by the Town of Orangeville, and are to be accompanied by the organization's financial statement for the year immediately preceding the year in which the request is made, and a proposed budget for the year for which the funds are requested.
3. The Treasurer will review the application for completeness. Applicants will be asked to provide any missing information, which must be received by the Treasurer before the application is presented to Council.
4. Applications must meet eligibility criteria.
5. Council will determine the amount, if any, granted to the organization.
6. Upon approval by Council, the Treasurer will allocate funds as directed.
7. Organizations may only request financial assistance once each calendar year.

Eligibility

To be eligible for funding, organizations must satisfy the following criteria:

- There must be a demonstrable or potential social, economic or other benefit to the Town of Orangeville, its citizens and taxpayers.
- It must be in keeping with any stated goals and objectives that have been set or endorsed by Town Council.
- The organization must focus the application on the benefits/outcomes to the Orangeville community.
- Organizations submitting that have previously received funding must be able to demonstrate a record of providing value to the community for funding received.
- The services provided are to be available to citizens in the community on an equal basis, even though they may be confined to a limited segment of the community.
- The organization submitting the request must have a track record of providing value to the community for funding received.
- The organization must demonstrate a reasonable effort to raise funds from sources other than the Town of Orangeville.
- Are funds being received or requested from other levels of government i.e. the County of Dufferin, Provincial or Federal?

5. Outline the mission, purpose and objectives of your organization:

6. How does the Orangeville community benefit from your activities?

7. Who takes part in your activities or makes use of your services (including ages if applicable)?

8. What amount of your annual expenses are used to support the administration of your organization? (e.g. salaries, benefits, office supplies, telephone, office and/or storage, rent, utilities, accounting) \$ _____ % _____

9. Please provide a listing of your membership fees, fees for service and/or participation fees. _____

10. Has your organization previously received grants from the Town of Orangeville:

Yes _____ No _____

11. If yes, please list the grant amounts received from the last three successful requests:

Year _____ Amount _____

Year _____ Amount _____

Year _____ Amount _____

12. Do you donate funds to any other group? Yes _____ No _____

13. If yes, to whom and for what purpose:

14. Is your organization registered as a charitable or non-profit organization?

Circle as applicable: Charitable Non-Profit

Registration number: _____

15. How long has your organization been in operation? _____

16. Annual Meeting Date: _____

17. Officers for current year:

President: Name: _____

Address: _____

Phone: (Res) _____

Phone: (Bus) _____

Secretary: Name: _____

Address: _____

Phone: (Res) _____

Phone: (Bus) _____

Treasurer: Name: _____

Address: _____

Phone: (Res) _____

Phone: (Bus) _____

Date: _____

Signature: _____

Financial Statement

Outline your organization's sources of operating revenue:

Revenue Sources (be specific)	Amount Received (previous financial year)	Current Budget (projected)
Membership fees		
Program fees/fees for service		
Other government funding		
Other grants		
Fundraising		
Sponsorship		
Donations		
Gifts in Kind		
Other (please specify)		
Total Revenues		

Proposed Budget

Expected Costs Description	\$ Amount	Expected Funding Sources	\$ Amount	√ Confirmed	√ Requested
Sub-Total:		Sub-Total:			

Funding Request: \$ _____

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

Contribution	Estimated \$ Value	Donor	√ Confirmed	√ Requested
Total:				

Volunteer Support (associated with the proposal)

of volunteers involved: _____ Total hours of volunteer time contributed: _____