



Purpose:

Volunteer organizations and/or community groups provide many services to the residents and taxpayers of the Township of Zorra. This policy is to establish criteria to allow the Township to financially assist those volunteer groups that provide programs, service and events for the betterment of the community that would otherwise not be provided.

Definitions:

A **non-profit organization (NPO)** is a club, society, or association that is organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

Policy:

To assist in the development and operation of community groups and/or volunteer organizations that by their activities promote and/or enhance the overall wellbeing of the community.

General Objective:

1. To establish a grants administrative system which will be fair, effective and consistent.
2. To promote and enhance the volunteer component throughout the service delivery system in the Township of Zorra.
3. To ensure all applications are evaluated using an established set of criteria and that each application is considered on its own merit.
4. To ensure that a system of accountability is maintained between the applicant and the Township of Zorra.

Qualifications/Criteria for Funding Consideration:

1. Funding will be provided only to non-profit organizations and committees.
2. The organization/committee must have been in existence for two (2) years, and comprised of an independent volunteer board of directors.
3. The organization/committee must be a Zorra-based community group that will utilize the funds to continue providing their event, program, or service to the Zorra community.
4. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.
5. Grants are intended to be supplementary to the main source of income and should not be considered as the primary source of funding. A grant in any year is not to be considered a commitment by the Township of Zorra to continue such assistance in future years.
6. Grants awarded are intended to provide assistance for operating costs and no portion of the grant is to be used toward capital expenditures.



Ineligible for Funding:

1. Organizations which are profit-orientated;
2. Individuals;
3. Associations or groups who receive subsidy under Township of Zorra's Policy No. 700-06 Recreation Fee Waiver and Reduction Policy;
4. Local Cemeteries Operators who receive subsidy under Township of Zorra's Policy No. 500-03;
5. Applications that are received after the stated deadline.

Application – Required Documents:

In addition to the Township of Zorra's application form, the following documents must also be included:

1. A list of the organization's executive board members including name, position, contact information/phone/address and email address where applicable;
2. The most recent financial statement of the organization. This includes a balance sheet and revenue and expenditures summary;
3. An approved proposed budget for the year of the grant request.

Processing of Grant Applications:

Applications will be available starting July 1st each year. Advertisement(s) will be placed in local publication (Zorra Now), as necessary, advising that the Township of Zorra is now accepting applications for financial assistance for the following calendar year to support local non-profit organizations in providing programs, services and events to local residents. A notice and the application will also be posted on the Township website as well as the Township social media pages.

The deadline for submission of applications is October 1st each year, to ensure that all requests are received in a timely basis within the municipal budget process.

Each application will be reviewed for eligibility according to the criteria set out in this policy. A summary of eligible application forms will be provided to Council as part of the budget process. Once the final budget is approved by Council, staff will make arrangements to (give/provide/grant/award/present) recipients their funding. Where possible, successful groups must incorporate Township Branding in recognition of the funding provided.

Sponsorships and Advertising

For organizations that would like the Township to sponsor their event or advertise with their organization, the following guidelines must be met:

- Must be a non-profit organization
- Organization must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community
- Must be based in or connected to the Township of Zorra
- Preference will be given to organizations with a volunteer-based management and membership structure, that demonstrate community support, align with the Township's current strategic plan, demonstrate efficient use of resources, sound business practices, and develop volunteer knowledge, skills, and self-reliance

Once the Council approved sponsorship and advertising budget has been depleted, organizations must wait until the following budget year for new budget allocations to be made.



All final decisions regarding sponsorships and advertising will be made at the discretion of the Director of Finance. Please direct all inquiries and requests to the Director of Finance.

Next revision date: (every five years)

August 2024.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.



Community Grant Application Form

TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306 Ingersoll, ON, N5C 3K5 Ph. 519-485-2490 •
1-888-699-3868 • Fax 519-485-2520 Website www.zorra.ca •

Send completed applications to the Township of Zorra Director of Finance at dlarder@zorra.ca or call 519-485-2490 ext. 7225 for assistance.

Application date: _____

Please indicate the grant amount you are requesting: _____

Organization name: _____

Please describe how the funds will be used and the purpose of the financial request:

CONTACT INFORMATION

Contact person (first name, last name): _____

Street name and number: _____

Unit number (if applicable): _____

City: _____



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Province: _____

Postal code: _____

Phone number: _____

Daytime contact number: _____

Email address: _____

REQUIRED DOCUMENTS

*The following is a list of documents that are **required** to be included with your application. Failure to include any of the documents may result in your application being delayed and/or not being considered.*

Has a list of the organization's executive board members been included?

Yes No

Has the proposed budget for the specific project been included?

Yes No

Has the most recent financial statement for the organization been included? Balance Sheet and Revenue/Expenditure statements.

Yes No



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FINANCIAL INFORMATION

Has the organization made a request for or received funds from the Township of Zorra prior to this application? Yes No

If yes, please list the Township funding that you have applied for or received funds from and the monies you have received:

Has the organization made a request for or received funds from another foundation, organization etc. other than from the Township of Zorra? Yes No

If yes, please list the other funding that you have applied for or received funds from and the monies you have received:

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Note: I understand by signing this application that the Township of Zorra makes no commitment to the payment of any grant prior to final Township Council approval. I also agree to submit a report within the grant calendar year outlining the success of the organization and the allocation of grant money.

Name/title

Signature