

COMMUNITY GRANT PROGRAM

PURPOSE

1. The Township of Lake of Bays recognizes the valuable contributions being provided through not-for-profit organizations and other community groups on behalf of the citizens of the Township. Community grants provided by the municipality demonstrate the Townships' on-going commitment to working with organizations that provide beneficial projects for the community.
2. Local community groups and not-for-profit organizations are invited to submit applications for specific projects or one-time funding up to \$2,500. It is not the intent of this grant program to provide on-going base funding for community organizations.

GENERAL CRITERIA

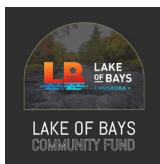
3. Consideration will be given to community organizations that demonstrate that the use of Township of Lake of Bays funds will go toward a specific project within the 2025 calendar year that directly benefits the residents of the Township.
4. Please complete the application in full.
5. The evaluation criteria includes scoring in the following areas:
 - 5.1. Organizational Mission
 - 5.2. Volunteer Engagement
 - 5.3. Other Revenue Sources
 - 5.4. Use of Funds
 - 5.5. Relevance to Township of Lake of Bays
6. Applicants need to create opportunities for the Township's contribution to be publicly recognized.

PROCEDURES

7. The application and evaluation procedures are as follows:
 - 7.1. Completion of the Community Grant Application Form, including submission of supporting documentation;
 - 7.2. Review of the application by the Lake of Bays Community Fund committee based on evaluation criteria;
 - 7.3. Recommendations made to Council through a staff report;
 - 7.4. Communication of the Council decision from the Lake of Bays Community Fund committee to applicant regarding the approval/decline of the application;
 - 7.5. Creation of a Media Release / Photo Opportunity with the Mayor, Council, and Community Grant Recipients.

DEADLINE

8. Completed application forms for the 2025 grants must be received by no later than June 4, 2025, at 4:30pm.



GENERAL ORGANIZATION INFORMATION

Organization Name:

Contact Name:

Mailing Address:

City/Town:

Postal Code:

Telephone:

Cell:

Email:

Website:

Briefly state your organizations mission/goals:

Please attach a copy of your organizational structure (including Board of Directors, Executive Officers, Staff (indicating which positions are paid):

Number of volunteers:

Does the organization operate as a not-for-profit? ☐ Yes ☐ No

Is the organization incorporated? ☐ Yes ☐ No

If yes, please give date of incorporation:

Does the organization have charitable status? ☐ Yes ☐ No

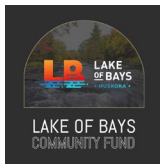
If yes, please provide charitable tax number:

Are fees charged for membership or for any of the services/activities you provide? ☐ Yes ☐ No

If yes, please explain:

Does anyone other than Township's residents belong to your organization, or benefit from your services/activities? ☐ Yes ☐ No

If yes, please explain:



GRANT INFORMATION

Amount requested for this grant: \$

Please indicate how the grant funds will be used:

PROGRAM INFORMATION

Attach supporting information (maximum 2 pages) that helps to illustrate your organization's programs and activities, and how they benefit the community.

If you received a Community Grant from the Township of Lake of Bays in the current calendar year, please briefly describe how the funds were used.

FINANCIAL INFORMATION

Attach the following financial information:

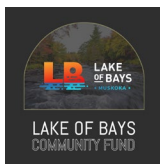
- Most recent year-end financial statements (showing comparison with previous year – audited if available).
- Budget for the year in which the funds are being requested.
- Indicate separately any funding requested or received from other levels of government and other agencies, and the status of each application.

PLEASE LIST ALL ATTACHMENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

FACTS YOU NEED TO KNOW

- Completed application forms for 2025 grants must be received no later than June 4, 2025 by 4:30
- Only those grant applications approved by Council will proceed with funding.
- After Council approval funds will be released to the approved recipient organizations via EFT (Electronic File Transfer). You will be required at this time to provide the banking information for your organization for purposes of EFT.
- A grant in any year is not to be considered a commitment by the Township of Lake of Bays to continue such assistance in future years.
- Recipients of grant funding will utilize the Township of Lake of Bays' logo for all of its promotional communication purposes, including programs, websites, emails, faxes, print advertising and other applicable media.



DECLARATION:

I hereby certify that the information included with this application is complete and is true and correct to the best of my knowledge, and that I am an authorized officer of the company and/or organization. I have the authority to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

NOTICE OF COLLECTION

Personal information is collected under the authority of the *Municipal Act, S.O. 2001* and *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, and will be used by the Township of Lake of Bays in reviewing grant applications and other related administrative purposes for the Township. Questions regarding the collection and use of this information may be directed to the Executive Director, Lynn DeCaro at 705-646-1220 during business hours..

INSTRUCTIONS FOR SUBMISSION OF 2025 GRANT APPLICATION

Please forward grant application form and supporting documents by June 4, 2025, at 4:30pm to:

Lynn Decaro, Executive Director
Muskoka Community Foundation

By email: info@muskokacommunityfoundation.ca

Or mail to: PO BOX 35, Bracebridge ON, P1L 1T5

Inquiries regarding this application form may be directed to:

Phone: 705-646-1220

Email: info@muskokacommunityfoundation.ca