

GRANTS TO ORGANIZATIONS

2018-19 COMMUNITY PARTNERSHIP PROGRAM FUNDING APPLICATION FORM



This program is available to community groups that organize or operate programs or events in the Town of Wolfville. The Community Partnership Program (CPP) aims to enhance the vibrancy of our town by supporting organizations whose programs and events benefit the community by promoting active living and exploration of the past to enrich the lives of community members.

Applications must be received by February 1st, 2018. Late applications will be disqualified. The maximum amount available through this program is \$2,000 per fiscal year.

Please complete the attached form and forward to below by February 1, 2018:

Department of Community Development
Town of Wolfville
200 Dykeland Street
Wolfville, Nova Scotia
B4P 1A2

Phone: (902) 542 0368
Fax: (902) 542 5066
Email: jcollicutt@wolfville.ca

1) ORGANIZATION INFORMATION

Name of Organization:	_____	
Contact Person:	_____	
Mailing Address/PO Box:	_____	
City:	_____	(Postal Code) _____
E-mail Address:	_____	
Telephone:	(Work) _____	(Home) _____
Website Address:	_____	
Social Media Contact:	(Facebook) _____	(Twitter) _____
	(Instagram) _____	(Other) _____

Is your organization a registered charity? Yes No

If yes, what is your CRA Charitable Status Registration Number: _____

Is your group a non-profit organization? Yes No

Is your organization registered with Joint Stocks? Yes No

Did you receive funding last year through the CPP? Yes No

What percentage of this event/program takes place in Wolfville? _____

2) APPLICATION CHECKLIST (all information must be submitted)

- Completed application form.
- Proposed budget for event or program.
- Previous year's financial statements if applicable.
- Final report from the previous year if applicable.

3) EVALUATION PRINCIPLES

Applications will be evaluated using the following principles:

- Financial Sustainability & Management
- Community Benefit
- Active Living
- Heritage & Diversity

Please detail how program or event will meet these principles and the specific criteria established in *Appendix B of the Grants to Organizations Policy (attached)*. Applicants are encouraged to provide as much detail as possible so that staff may adequately evaluation each request.

4) APPEAL

All decisions regarding the allocation of funding may be appealed to Council within 7 days of being notified of the decision of staff. Council's decision regarding the appeal shall be final.

5) CERTIFICATION

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

Name _____ Title _____

Signature _____ Date _____

Appendix B of the Grants to Organizations Policy (710-003)

Community Partnership Program Guidelines

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Community Partnership Program is designed to provide financial assistance to organizations that fall within Section 65 (au) of the *Municipal Government Act* that:

- a. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville,
or
 - b. Coordinate and implement **local events** in the Town of Wolfville.
1. Requests for Funding must be submitted through the Town's Community Partnership Program.
 2. The deadline for applications will be February 1st. Subject to Section 5.3.6 a second round of funding may be called for in July with a deadline of August 1st.
 3. Late applications will not be considered.
 4. Applications can be submitted in the following ways:
 - a. Mailed to 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to the Department of Community Development (200 Dykeland Street)
 - c. Faxed to (902) 542 – 5066
 - d. Emailed to jcollicutt@wolfville.ca
 - e. Complete an Online form and submit through our website
 5. All applicants are required to use a Standard Application Form. Application forms are available at Town Hall (359 Main Street), the Community Development & Public Works Building (200 Dykeland Street), and online at www.wolfville.ca
 6. The applicant must meet the requirements outlined in section 65 (au) of the *Municipal Government Act* to be eligible for funding. The Town reserves the right to request additional information prior to distributing funding.
 7. Only one application per organization, per fiscal year, unless a second round of funding is called per section 5.4.6. The Town's fiscal year runs from April 1st to March 31st.
 8. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall, Community Development & Public Works and online at Wolfville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
 9. Successful applicants will be notified by April 30th, for February 1st applications, and by October 31st, for August 1st applications.

EVALUATION PRINCIPLES

The following principles will be used to evaluate each application:

1. *Financial Sustainability & Management*

Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided by the Community Partnership Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

2. *Community Benefit*

Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

3. *Active Living*

Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

4. *Heritage and Diversity*

Groups that explore our past to enrich the lives of community members.

EVALUATION CRITERIA

All Community Partnership Grants – minimum criteria

- Application is received on time.
- Applicant falls within Section 65 (au) of the *Municipal Government Act*.
- All documentation has been received, including (purpose of the project, description of the project, target demographic served, detailed budget, previous year's financial statements, confirmation of partner funding (if applicable), list of other revenue sources, final report from previous year etc.)
- Project takes place within the Town of Wolfville or has a strong presence in the Town.
- The Town's contribution should not exceed 50% of total revenue.

Evaluation Score Cards

- If minimum criteria have been met complete a Program Grant Evaluation Score Card or a Local Event Grant Evaluation Score Card.

PROGRAM GRANT EVALUATION SCORE CARD

Applicant Name: _____

1. Program/Service Obligation Core – service the Town would otherwise provide Important – service the Town might otherwise provide Discretionary – service the Town does not normally provide No Mandate – not enabled by legislation, should not do or not now	H 3 M 2 L 1 N 0
2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic	H 3 M 2 L 1
3. Public Need/Benefit Community at Large – general need, broad-based Multiple Interests – some need, a number of areas/communities Vested Interest –special interest group(s), localized	H 3 M 2 L 1
4. Active Living High – the core purpose is developing active and healthy lifestyles Moderate – components of the program in improve active and healthy lifestyle Low – limited opportunity to improve active and healthy lifestyles of participants	H 3 M 2 L 1
5. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	H 3 M 2 L 1
6. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H 3 M 2 L 1
7. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	H 3 M 2 L 1
8. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	H 1 L 0
9. Accountability (“Track Record”) Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	Y 1 N 0
Total Score	/23

- If score is between 20-23; application should receive full amount
- If score is between 16-20; application should receive full amount if budget permits
- If score is below 16; applicant shall not receive funding.

Amount Requested: _____

Amount Awarded: _____

LOCAL EVENT GRANT EVALUATION SCORE CARD

Applicant Name: _____

Council Strategic Plan	
Vital – fundamental to Council’s Strategic Plan	H 3
Notable – solid fit within Council’s Strategic Plan	M 2
Non-Critical – some relevance to Council’s Strategic Plan, not strategic	L 1
Public Benefit	
Public Interest – all residents derive benefit	H 3
Mixed Interest – some residents derive benefit	M 2
Private Interest – specific residents benefit	L 1
Participation Levels	
Under 100	1
100-200	2
200-500	3
500-1000	4
Over 1000	5
Human Development and Inclusion – Volunteer and Participant	
High – equality of access and opportunity (demographic, geographic)	H 3
Moderate – range of demographic groups and/or development potential	M 2
Low – limited opportunity, access or development potential	L 1
Quality of Life	
Livable Community – important to livable/sustainable community	H 3
Community Image – enhances image or public perception	M 2
Community Pride – instills pride, sense of community	L 1
Financial Need	
High – financial statements and/or budget demonstrate significant need	H 1
Low – financial statements and/or budget demonstrate limited need	L 0
Accountability (“Track Record”)	
Yes – annual report and/or financial statements of previous year received	Y 1
No (or New Org.) – no annual report and/or financial statements received	N 0
Total Score	/19

- If score is between 15-19; application should receive full amount
- If score is between 12-15; application should receive full amount if budget permits
- If score is below 12; applicant shall not receive funding.

Amount Requested: _____

Amount Awarded: _____