

# Town of Parry Sound - One Time New Event Grant

## **Background**

The Town of Parry Sound has recently established a program, to offer financial assistance to volunteer non-profit community groups and organizations who want to host a new special event. Recognizing that special events enhance quality of life for residents and bring economic benefits to our community, the One Time New Event Grant supports Council's Strategic Plan by providing assistance to new events and festival organizers in the Town of Parry Sound.

## **Purpose**

The purpose of the One Time New Event Funding Grant is to provide volunteer non-profit community groups or organizations and community economic development-related agencies with financial assistance to support the development and hosting of a new one-time event, strengthening the contribution that such groups make to the overall well being of the community by furthering Council's strategic objectives.

## **Objectives**

1. To establish clear eligibility criteria.
2. To encourage the development of new events that may provide a leisure activity or service not currently offered or that will provide an economic impact to the Town.
3. To provide volunteer, non-profit community groups or organizations with financial resources to implement events, thereby increasing membership or participation in the event.
4. To promote an enhanced quality of life for the residents/ratepayers of the Town of Parry Sound and further Council's Strategic Plan.
5. To give priority to new events happening in the non-summer season.

## Definitions

- **One Time New Event:** Any new event taking place in the Town of Parry Sound; occurring only once. Annual or reoccurring festivals and events (or the expansion of existing events) are not eligible.
- **Not-for-Profit:** A club, society or association that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member or shareholder. (Income Tax Act 19(1)).  
Organizations charging fees (other than membership/registration dues) for providing services may be asked to verify their non-profit status by providing financial information and operating guidelines.
- **Town-based Volunteer Community Group/Organization:** Clubs or organizations must be based out of the Town of Parry Sound. (event must directly benefit Town of Parry Sound ratepayers)
- **Charitable Organization:** An organization registered as a "Charitable Organization" with the Canada Revenue Agency who has the ability to issue official donation receipts in accordance with the Income Tax Act.
- **Non-Summer Season:** The months of July and August

## Eligibility

Any and all Town of Parry Sound based volunteer not-for-profit community groups/organizations or community economic development-related agencies, who contribute to an enhanced quality of life through the delivery of a new event are eligible to apply.

Requests from economic development-related agencies must not be for ongoing operation of the applying organization/agency but shall be directed to specific new events in the Town of Parry Sound.

## **Ineligible**

Individuals, welfare, private, charitable organizations, service clubs or religious groups or organizations are not eligible, nor are groups/organizations receiving financial assistance from the Town in the form of municipal funding (example: budget line item or Municipal Assistance Program Grant funding).

## **Application Process**

Volunteer non-profit groups or community economic development-related agencies must submit the following to be considered for funding, per the application form:

### One Time New Event Program Application

- Include membership information, if applicable
- List of organization/group's current executive with contact information
- Proposed event budget, detailing all event anticipated revenues and expenses
- Current copy of group's mandate and objectives

### Group Insurance

- Public general liability insurance must be purchased, minimum of \$5 million. The Corporation of the Town of Parry Sound must be named additional insured.

### Details of Event

- Who, what, when, why, where.

### Details of Request

- Include a description of how the funds will be used and the benefits those funds will bring the community.

### Other Funding

- Include all other sources of funding

## **Post Event Reporting**

All grant recipients will submit a post-event report to the Development and Leisure Services Department within 60 days from the date of event, detailing how the new one-time event grant enhanced their activities, membership and objectives.

## **Recognition**

Grant recipients must recognize the Town of Parry Sound's contribution by including the Town's logo on all promotional material. The Town will provide the grant recipient with an electronic version of the logo.

## **Budget Approval**

The One Time Grant program is conditional on approval of the Town of Parry Sound's annual operating budget.

## **Approval Process**

- a) All applications will be reviewed by the Parks & Recreation Manager to ensure they comply with the eligibility criteria.
- b) The request for funding will come forward to Council who will determine the allocation. It is important to note that each year's program is dependent on budget availability.
- c) Submitting an application does not guarantee approval.

## **Submission Deadline**

The One Time Event Grant will be advertised throughout the year on the Town website. There will not be a specific deadline. Grant program will open annually, conditional

upon budget approval. Applications will be considered by Council as they are received. Intake will be available throughout the year. (does not necessarily guarantee funds will be available and is dependent on funds being available)

## **Contact**

Inquiries are to be directed to April McNamara, Parks and Recreation Manager at [april@townofparrysound.com](mailto:april@townofparrysound.com) or 705-746-2701.

The Corporation of the Town of Parry Sound

## One Time Event Grant - Application Form

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

List of Current Executive and Contact Information:


Statement of goals, objectives, and mandate:

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Proposed Event Budget: please attach budget detailing event revenues and expenditures

Name of Event:

Date of Event:

Event Times (Duration):

Event Location: Please attach booking form or letter of permission from Property Owner

If event is proposed to take place in or on Town owned property, the Town Special Events Planner application form must be completed and attached to this application.

Event Details:

Registration Fees (if applicable): \_\_\_\_\_

Other Fees or Sources of Funding (if applicable):

\_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_

Purpose and details of request and how grant will be used

Is any other funding contingent upon receiving a grant from the Town?

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Please list position(s) and amount of any individual(s) in your organization/group who receives salaries or honoraria:

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Insurance coverage amount: \_\_\_\_\_

Name of Insurer:

\_\_\_\_\_

Date of annual general meeting or post-project wrap-up meeting:

\_\_\_\_\_ This Grant Application was authorized by a motion of the group/organization on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Authorized Signatures:

\_\_\_\_\_

President

\_\_\_\_\_

Treasurer

Please attach a copy of the group/organization's most recent financial report detailing expenditures and revenues.