

# Town of Parry Sound - Municipal Assistance Program

## **Background**

The Town of Parry Sound has been offering financial assistance to volunteer non-profit community groups and organizations for a number of years, through the annual Special Grants & Donations program, the Cultural Economic Development Partners Program and the Economic Development Partners Program. The purpose of the Special Grants & Donations Program was to enhance quality of life; both the Cultural Economic Development Partners Program and the Economic Development Partners Program focused on enhancing the economic capacity of the community.

Recognizing that quality of life and a strong economic fabric are not independent of each other, the former grant programs were combined under the new Municipal Assistance Program.

## **Purpose**

The purpose of the annual Municipal Assistance Program is to provide volunteer non-profit community groups or organizations and community economic development-related agencies with financial assistance to support the development and operation of their activities, strengthening the contribution that such groups make to the overall well being of the community and/or the economic capacity.

## **Objectives**

1. To establish clear eligibility criteria.
2. To encourage the development of new volunteer, non-profit community groups or organizations that may provide a leisure activity or service not currently offered.

3. To provide existing volunteer, non-profit community groups or organizations with financial resources to enhance their activities or services, thereby increasing membership or participation.
4. To provide economic development-related agencies with financial support, thereby strengthening the economic fabric.
5. To promote an enhanced quality of life for the residents/ratepayers of the Town of Parry Sound.

## Definitions

- **Leisure Service or Program:** Any service or program that provides leisure activity including but not limited to recreation, culture and heritage.
- **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.
- **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.

## 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 leisure services/programs or economic development promotions/initiatives are eligible to apply.

Allocations for all volunteer not-for-profit community groups/organizations will not exceed 45% of the total allocated M.A.P. budget.

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

Allocations for economic development-related agencies will not exceed 55% of the total allocated M.A.P. budget.

## **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 subsidized facility rental rates or municipal 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:

### Municipal Assistance Program Application

- Include membership information, if applicable
- List of organization/group's current executive with contact information
- Most recent annual financial report detailing expenditures & revenues
- Current copy of group's mandate and objectives
- Membership fees, registration charges, other fees, etc.

### Group Insurance

- If the group/organization carries insurance either directly or through a provincial organization, please advise the amount of coverage.

### Details of Request

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

### Other Funding

- Include all other sources of funding

## **Reporting**

All grant recipients will submit a report to the Economic Development and Leisure Services Department within 60 days from the date of their Annual General meeting, detailing how the M.A.P. funding 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 promotional material. The Town will provide the grant recipient with an electronic version of the logo.

## **Budget Approval**

Each annual allocation is conditional on approval of the Town of Parry Sound's annual operating budget.

## **Approval Process**

- a) All applications will be reviewed by the Manager of Parks & Recreation to ensure they comply with the eligibility criteria.

- b) A summary will be provided 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 Municipal Assistance Program will be advertised once annually, with an application submission deadline of Friday February 23, 2018.

## **Contact**

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