

# Town of Parry Sound - Municipal Assistance Grant Program

## **Purpose & Objective**

The purpose of the Municipal Assistance Grant Program is to provide volunteer non-profit community groups or organizations and community economic development-related agencies with financial assistance for the following initiatives:

### **1. Festivals and Events**

To assist Town of Parry Sound community-based organizations in offsetting expenses for Festivals and Events. It is the intent of the grant to encourage new events by cost-sharing financial ventures and not to have long term financial dependency.

- a) Maximum grant \$5, 000 per request up to a maximum of 50 % of the total cost of the defined event budget.
- b) Must be physically located in the geographic boundaries of the Town of Parry Sound.
- c) Town will not fund for-profit or fundraising events.

### **2. Culture & Recreation Program Development**

This is to support and enhance the opportunity for increased participation and access to new initiatives in culture and recreation programs for residents of the Town of Parry Sound.

- a) Program must be physically located in the geographic boundaries of the Town of Parry Sound.
- b) To support educational opportunities for group Leadership & Executive development for sustainability.

### 3. Economic Development

For Economic Development Agencies, programs that strengthen the contribution that their agencies make to the overall well being of the Town of Parry Sound.

- a) Program must be physically located in the geographic boundaries of the Town of Parry Sound.
- b) To provide financial support for education and development for the sector.

### Definitions

- **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.

## **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.

## **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 as well as the benefit to the resident of the Town.

### **Other Funding**

- Include all other sources of funding

## **Reporting**

All grant recipients will submit a report to the Manager of Parks and Recreation within 60 days from the date of their Annual General meeting.

## **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 annual application submission deadline of January 31.

## **Contact**

Inquiries are to be directed to April McNamara, Manager of Parks and Recreation, [april@parrysound.ca](mailto:april@parrysound.ca).