

Cultivating Opportunity Grant Program Community Stream

2022 APPLICATION PACKAGE



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Perth County
Cultivating Opportunity

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Cultivating Opportunities Grant - Community Stream

Purpose

This stream of the Cultivating Opportunity Grant is intended to support not-for-profit organizations and registered charities whose programs and services benefit Perth County residents and align with the goals of the County's strategic plan.

This stream is not intended to provide annual, ongoing funding to support the operations of an organization. Success in previous years does not automatically indicate success in future years. Furthermore, points will be awarded for organizations that did not receive a grant in the previous year to encourage a broader scope of applicants and support a wider variety of projects.

Due Date

Applications may be submitted to the County starting on September 1st of each year. Please make sure you reference the application package for the year in which you are applying. The deadline for applications is on November 30th at 11:59 pm.

Eligibility Requirements

To apply to the Community Stream of the grant program, organizations must meet all of the following eligibility requirements:

1. Project aligns with the County's strategic goals.
2. Project provides a demonstratable community benefit.
3. Organization is a registered charity or not-for-profit organization that has been in operation of at least one year.
4. Organization is administered directly by a volunteer board/executive/organizing committee, preferably with at least 3 members and minimum of 2 members not related by family.
5. Organization holds an annual general meeting and have executive committee / directors elected from the general membership through a documented democratic election process.
6. Organization is able to provide financial information, bank statements, or filings to prove viability of the organization.
7. Organization is located within the geography of Perth County and/or project must serve the residents of Perth County directly.
8. Organization is mandated to primarily serve Perth County and its residents (75% of activities are held within Perth County and benefit the residents of Perth County).
9. Organization can demonstrate a track record of successful programming.
10. Organization can demonstrate sufficient resources to be able to deliver programming for which funding is being sought.

11. Organization can provide annual operating budget for the year in which the funds would be utilized.
12. The organization is in good financial standing with the County and its respective Lower Tier municipality.
13. Organization has completed all program requirements associated with any previously received grant from Perth County.
14. Completed application is received by the County by the established deadline for that year.
15. The amount being requested is not more than 50% of the total cost of the project.
16. Organization agrees to acknowledge the contribution of Perth County and to file a Completion Report.

Applicants **not** eligible for funding:

1. Individuals.
2. For-profit organizations.
3. Foundations, groups or individuals which raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies.
4. Universities, colleges, schools and their associated/auxiliary groups or agencies.
5. Organizations considered to be within the social service sector.
6. Organizations whose purpose is related to political activity.
7. Organizations which are not in good financial standing with their municipality.

The Cultivating Opportunity Grant will **not** fund the following:

1. Programs that other levels of government have legislated responsibility for funding. This includes funds to 'top up' shortfalls for government mandated programs. Some examples include school board educational programs, public health programs, or social assistance programs.
2. Services which are primarily educational (i.e., academic or technical training).
3. Transportation or meal expenses.
4. Ongoing operational costs, such as staffing.
5. Processing legal or human rights cases.
6. Paying off deficits.
7. Attendance or registration fees for conferences, workshops or other training.
8. Total funding being requested from all sources exceeds 100% of estimated project budget.
9. Activities that could be deemed discriminatory as defined by the Ontario *Human Rights Code*.
10. Activities whose purpose is to promote religious doctrine or are being led by a person or organization whose mandate includes the promotion of religious doctrine.

11. Political and/or advocacy activities.
12. Retroactive payments. These are activities or costs incurred before grants are approved.
13. Secondary allocations or follow through funding. “Secondary allocations” refers to the process where funds received through the Cultivating Opportunity Grant are allocated to another organization by the applicant or a third party via a funding allocation process such as a grant program.

Application Assessment Criteria

Applicants will be required to fill out an application form via the County’s website. All applications that are submitted by eligible organizations will be assessed against the following criteria:

1. Demonstrates meeting all of the requirements of the eligibility criteria.
2. Project is aligned to the County’s Strategic Plan goals.
3. Preference will be given to organizations that have not received a grant in the previous year. Notwithstanding, all applications will be given consideration.

An application checklist is included as part of this application package. Please review and ensure you have all your information prepared prior to submitting your application. Applications will be received from September – November and can be submitted via the County website at www.perthcounty.ca/grants.

Application Assessment

All applications received by the advertised deadline will be circulated to Council for assessment and to award grant amounts to successful applicants.

Cultivating Opportunity Grant Criteria and Evaluation Form

Council will assess the suitability of the applicant for this funding by completing a scoring matrix that corresponds to the information requested in the application form. If an applicant does not meet all of the eligibility criteria, they will be disqualified from further evaluation.

The second component of the scoring matrix consists of questions that are either scored with a numbered scale (0-3) or are issued a binary score (0-1 / yes or no). The following table illustrates how this scoring scale would be applied:

Score	Criteria
0	Application does not address this criterion.
1	Application does not meet expectations for this criterion.

Score	Criteria
2	Application meets expectations for this criterion.
3	Application exceeds expectations for this criterion.

Scores related to some key criteria will be weighted double to help ensure applications that are best aligned with the strategic priorities of the County are scored higher. This includes:

- Projects that relate to the goals of the Strategic Plan
- Projects that support goals of the County Charter for Diversity, Inclusion and Anti-Racism
- Projects that support the goals of the County Joint Accessibility Plan
- Projects that relate to important community or cultural milestones

A copy of the scoring matrix is included as part of this package. Please review prior to submitting your application so you are aware of how each component of the application will be scored.

Award Amounts

All grants are contingent on the allocation of funding as part of the County’s budget process.

Amounts awarded will be up to a maximum of \$2,500. Successful applicants may receive all or only a portion of their requested funding. Award amounts will be determined based on merit of application and the number of successful applications. As funding is limited, priority will be given to eligible applicants who score highest on the scoring matrix. Not all eligible applicants and projects are entitled to receive grant funding.

If the total of all successful applicant requests is less than the total funds budgeted, the remainder may be put into a reserve to fund future grant budgets.

Timeline

The Community Stream of the Cultivating Opportunity Grant will operate on an annual application cycle, beginning with marketing of the grant at the end of the third quarter and continuing until the budget is passed early in the following year:

Dates	Notes
July – August	Promotion of grant application process. Application materials and information made available via County website.

Dates	Notes
September – November	Applications may be submitted starting in September. Application deadline is November 30 at 11:59 pm.
December – January	Applications are reviewed.
February/March – Budget Approval	Report to Council regarding successful applicants. Budget approved. Successful applicants are notified and funds circulated.

Conditions for Successful Applicants

Completion Report

Recipients will be asked to complete the following questions by December 31st of the year their grant project was completed. The report will include the following components:

1. Evaluate the outcome of the project/event including financial outcomes
2. Identify how the project/event met its goals and objectives
3. Was the funding acknowledged on all promotional material?
4. How was the County’s grant contribution recognized at the organization’s event or activity?
5. Were there any surplus funds? If yes, please provide the amount.
6. How was the funding provided utilized?
7. How did the funding contribute to the overall goals and objectives of the organization?

Completion reports will be submitted and accessed via the County’s website at www.perthcounty.ca/grants.

County Acknowledgement

Successful applicants are required to acknowledge the support of the County of Perth on materials that relate to the grant request or as determined by staff.

Acknowledgements will include the County logo and the following wording:

“Supported in part by a Perth County Cultivating Opportunity Grant.”

Acknowledgement of the source of the grant is important for increasing the County’s profile in the community as an entity that supports local initiatives. It also promotes the grant program so potential applicants are made aware of it and they can know to apply in subsequent years.

Logo files must be requested from the County. When the logo is used, the applicant must notify the County and allow 1-2 business days to review and approve proper logo use prior to any public release.

Success Stories

Following project completion, the County will encourage recipients to share their success stories with County staff. Success stories will be shared on the corporate website and social media to congratulate and celebrate successful projects, as well as promote the program to encourage potential applicants to apply in subsequent years.

Community Stream Application Checklist

Please use the following check-list to ensure you have all of the appropriate information prepared prior to applying for a Community Stream Grant.

Applicant Information

These items relate to information about your organization. This information is assessed to determine an applicant’s eligibility as well as their capacity to successfully complete the proposed project.

Organization contact information, including name of organization, contact person, address, phone, fax, email, etc.	
Organization description, including year established, overview of activities, mission and/or vision statements, etc.	
Number of volunteers / employees.	
List of board or executive members and their positions.	
Copy of most recent annual general meeting minutes.	
List of revenue generating activities, including memberships, events, fundraisers, etc.	
Example of previous project, or similar experience.	
Able to provide additional financial information upon request, including past CRA filings.	
If applicable, information regarding previous instances of grants received from the County of Perth, including amounts.	

Project Information

These items relate to information about the proposed project. This information is assessed to determine the project’s eligibility as well as other notable benefits, including connection with key County initiatives. Please review the County’s strategic plan, as well as the Charter for Diversity, Inclusion and Anti-Racism, and the County’s Joint Multi-Year Accessibility Plan. All of these documents are available on the County’s website and are linked through www.perthcounty.ca/grants.

Summary of proposed project.	
Timeline of proposed project.	
Project plan, including budget information and funding sources / amounts.	
List of key project outcomes and community benefits.	
If applicable, identify potential project connections with County's strategic plan goals, Charter for Diversity, Inclusion and Anti-Racism, and Joint Multi-Year Accessibility Plan	
If applicable, identify potential project connections with local community milestones, including anniversaries, commemorations, accomplishments, and other events of local significance.	

If you have any questions, please contact Legislative Services via email at clerk@perthcounty.ca or call 519-271-0531.

Cultivating Opportunity Grant Program – Community Stream Scoring Matrix

Complete the following scoring matrix to evaluate the grant application. Applications must meet all eligibility criteria. Applications that do not meet all eligibility criteria will be disqualified.

Scoring Criteria Guide

Responses that are scored 0-3 will be scored based on the following criteria:

Score	Criteria
0	Application does not address this criterion.
1	Application does not meet expectations for this criterion.
2	Application meets expectations for this criterion.
3	Application exceeds expectations for this criterion.

Form Question	Response Notes	Score
Description of Organization including Mandate, Mission/Vision Statements		Eligible Y/N
Does the Organization primarily serve Perth County and its residents?		Y/N
Is the Organization a Registered Not-For-Profit?		Eligible Y/N
Is the Organization incorporated?		Eligible Y/N

Form Question	Response Notes	Score
Does the Organization Have Charitable Status?		Eligible Y/N
Is the Organization governed by a Board of Directors/Executive Board?		Eligible Y/N
If required, is the Organization prepared to provide copies of financial information to provide evidence of viability and eligibility?		Eligible Y/N
Attached list of Board Members and roles		Eligible Y/N
Attached copy of Minutes from most recent AGM.		Eligible Y/N
Provide information about any fees charged for events, memberships, or any other revenue generating activities, including amount charged and total annual revenue.		0-3
Briefly list and describe a sample of previous successful projects.		0-3
Does the Organization file annual tax returns with the CRA?		Eligible Y/N

Form Question	Response Notes	Score
Is the Organization in good standing with the County of Perth and the Lower Tier municipality in which it is located (i.e., no outstanding arrears)?		Eligible Y/N
Has the Organization received a grant from Perth County in the previous year?		Y/N
If yes, what was the value of the amount received?		Y/N
Description of Project		Eligible 0-3
Project timeline		Eligible Y/N
Attached project plan		Eligible 0-3
Attached budget information		Eligible 0-3
Anticipated Community Benefits and Key Outcomes of Project		0-3
Strategic Plan goal alignment		0-3
Charter for Diversity, Inclusion and Anti-Racism alignment		0-3
Joint Accessibility Plan alignment		0-3

Form Question	Response Notes	Score
Local Community or Cultural Milestone		0-3
Additional Information		Not scored, but may improve scores in other areas if applicable supporting information is supplied here.