

MUNICIPALITY OF HASTINGS HIGHLANDS



MISCELLANEOUS GRANT PROGRAM APPLICATION FORM

GROUP / ORGANIZATION NAME

Applications must be received by January 31, 2019

* Miscellaneous Grant Program Total Budget: \$4,000

* No Application Request Amount Shall Exceed the Programs Total Budget

* No Application Request Shall Include the Waiving of Fees for Municipal Buildings & Facility Rentals

The Municipality of Hastings Highlands Miscellaneous Grant Program aims to support Charitable Organizations and Not-For-Profit Community Groups to provide new and improved programs, initiatives and events that benefit the Residents of Hastings Highlands.

1.0 DETAIL OF GRANT APPLICATION

Activity Title:

Activity Venue:

Start Date: _____ Finish Date: _____

Activity Type:

Initiative

Program

Event

Other

Brief Activity Description – Please provide a clear and concise proposal summary including the goals and objectives of your proposal (50 words)

Amount Requesting: \$ _____

No Application Request Shall Include the Waiving of Fees for Municipal Buildings & Facility Rentals; and No Application Request Amount Shall Exceed the Programs Total Budget \$4,000.

(If requesting an amount > \$500 a formal delegation to Council is required. Please contact the municipal office 613-338-2811)

Approximate Activity Cost \$ _____

Have You Made A Request To Municipal Council in The Past

YES NO

If yes, please provide a brief history below:

2.0 APPLICANT DETAILS

Group / Organization Name:

Cheque Payable To:

Mailing Address:

Primary Contact:

Name: _____ Position Held: _____

T: _____ E: _____

3.0 ELIGIBILITY

(i) Are you a registered not-for-profit organization? YES NO

(ii) Please provide your Revenue Canada Charitable Registration Number (if applicable):

(iii) Will your request be submitted by January 31, 2018

YES NO Explanation if No _____

4.0 FINANCIAL CONDITION

(i) What steps have you taken to explore other sources of financial support?

(ii) What will be the implications for your proposal if a municipal grant is not approved?

5.0 REPORTING

(i) A follow-up report must be submitted to Council showing when and how the money was spent (including receipts) within 90 days after the event.

Declaration:

I _____ agree to submitting a follow-up report showing
(APPLICATION PRIMARY CONTACTS NAME PRINTED)
when and how the money was spent (including receipts) within 90 days after the event.

**Note if a report is not received within the 90 days, the Municipality will ask for funds to be reimbursed and the applicant will be ineligible for future applications.*

This report can be dropped off at the Municipal Office or sent directly to info@hastingshighlands.ca



Thank you for applying to the Municipality of Hastings Highlands Miscellaneous Grant Program.

Please return this application to the Hastings Highlands Municipal Office located at 33011 Hwy 62 North, Maynooth ON K0L 2S0

OR

Email a copy of the completed application to info@hastingshighlands.ca

All applicants will be notified by formal letter of Council's decision