



CORPORATION OF THE TOWN OF CARLETON PLACE

Community Enrichment Program Application Form

| | | | |
|--|----------|--------------------------------------|-----------|
| NAME OF ORGANIZATION OR INDIVIDUAL | | Date of Event: | |
| ADDRESS | | | |
| EMAIL | | | |
| PHONE # | () | FAX # | () |
| IS YOUR ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION? | | YES | NO |
| INCORPORATION NO. | | JURISDICTION OF INCORPORATION | |

AMOUNT OF SUPPORT (DOLLAR FIGURE) BEING REQUESTED \$ _____

DETAIL SUPPORT REQUIRED:

| MUNICIPAL FACILITIES AND SUPPORT REQUESTED | COST OF SUPPORT | 2010 Support Granted |
|---|------------------------|-----------------------------|
| MUNICIPAL FACILITIES/EQUIPMENT (including tents and tables) | | |
| MUNICIPAL STAFF | | |
| ROAD CLOSING (Please fill out a Road Closure Application) | | |
| BYLAW EXEMPTIONS | | |
| OTHER | | |
| TOTAL | \$ | |

OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION

SIGNATURE OF PERSON SIGNING APPLICATION

DATE

**PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION,
APPLICATIONS WITHOUT THESE SUPPORTING DOCUMENTS
WILL NOT BE CONSIDERED!!!:**

1. A budget for the upcoming event

APPLICATION DEADLINE: FEBRUARY 28, 2011

**PLEASE ENSURE THAT YOU HAVE READ OVER THE
ATTACHED CRITERIA.**

**Please return completed applications to
Joanne Henderson, Manager of Recreation and
Culture**

Applications can be returned as follows:

1. By mail to 175 Bridge Street, Carleton Place,
K7C 2V8.
2. By email to cparena@trytel.com.
3. In person to the Recreation office at the arena.

Criteria for Carleton Place Community Enrichment Program:

1. The Committee will only consider grants for individuals or organizations that meet at least one (1) of the following criteria:
 - a. A not for profit organization that meets the criteria established in Chapter 4 “Eligibility Requirements” of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Section 4.3.3 (a-d) and Section 4.3.4 attached.
 - b. Any person or organization that would increase the general public’s awareness of our community in a positive manner.
 - c. Any person or organization that provides a recreational or cultural service/program that the Town currently does not provide.
2. Priority will be given to groups/organizations that provide a service/program that improves the quality of life for residents of Carleton Place.
3. The applicant should be making a minimum contribution of 50 percent to the overall cost.
4. All requests for Town Municipal Facilities, Equipment and Staff will be *considered* before requests for sponsorship and direct event costs.
5. Special consideration will be given to special festivals/events/programs in their inaugural year.
6. Festivals/Events/Programs **MUST** be located within Carleton Place and must primarily benefit/impact the Town and should generate tourism either internally or externally or provide measurable benefit to residents.
7. Festivals/Events/Programs should ideally be affordable to all members of the community.
8. Festivals/Events/Programs should ideally be accessible to all residents of all ages.
9. The budget submitted with the application should indicate the potential for the event/program to become financially self-sustainable and less dependant on the Town for funding in its future years.
10. For a festival/event that has been classified as a “fundraiser”, in order to be eligible for grant consideration, the event must donate 100% of the profits to a selected local charity or non-profit group/organization which will benefit/impact the Town of Carleton Place. (Applicant should note: grant funding will not be released until proof of donation has been submitted).

Grant Allotment Breakdown:

\$10,000 is set aside to subsidize facility rentals.

\$20,000 is set aside to subsidize community enrichment programs/services.

Of the \$20,000 set aside to subsidize community enrichment programs/services:

A minimum of \$5000 will be allocated annually to support *Community Festivals.

A minimum of \$5000 will be allocated annually to support **Community Events

\$10,000 will be allocated to support general community programs/services and new initiatives.

*To be considered a Community Festival (annual event which can be attended by the general community), the event must:

- a) Occur annually and been in operation for a minimum period of three years consecutively and occur annually.
- b) Submit a budget showing how the Town's grant contributes to the overall success of the event.

**Community Event (targeted towards a more select audience).

No applicant will receive a grant more than \$1,500. Applicants should note that grant applications are reviewed on an annual basis. Receipt of a grant in a previous year does not guarantee the applicant future allocation. During budget deliberations, organizations/groups should not assume financial support from the Town.

