



# COMMUNITY PARTNERSHIP FUND 2010

Festivals &  
Events

**WORKING  
TOGETHER**  
...to build  
a sustainable community

## GUIDELINES FOR APPLICANTS

### Overview

In 2000, the Community Partnership Fund (CPF) was established by Chatham-Kent Council. In 2005, the Festivals and Events component was created in order to specifically support festivals and events in Chatham-Kent. The CPF Festivals and Events Program allocates **up to 50% of project costs, to a maximum of \$5,000 per project**, to community groups which take it upon themselves to enhance the quality of life of Chatham-Kent citizens by organizing festivals and events within the community.

CPF Festivals and Events program grants will be allocated to groups that organize festivals or events in the following areas:

- Arts and Culture
- Community Celebrations
- Annual Festivals
- Multicultural Events
- New Community Festivals

***Applicants are advised to carefully review the Granting Priorities & the Grant Terms and Conditions before completing the application.***

### Granting Priorities

This list is not intended to be exhaustive and the examples are not listed in any particular order. Priority consideration will be given to applications that:

- Celebrate our historical and/or cultural heritage
- Promote an improved quality of life
- Celebrate Chatham-Kent as a "Community of Communities"

- Expose, or facilitate understanding and appreciation of, the arts and/or multiculturalism
- Encourage volunteer participation
- Focus on cultural education/awareness
- Encourage physical activity/participation
- Focus on youth
- Have the ability to attract visitors/tourists to Chatham-Kent
- Focus on environmental education/awareness
- Are managed/run in an environmentally friendly manner
- Offer free or low cost admission to participants
- Demonstrate community support for the festival and/or event
- Encourage the development of partnerships
- Request seed funding for new festivals/events which meet one or more of the above priorities
- Confirm financial resources are available to carry out the project by the applicant (i.e. proof of fundraising plan)
- Link to the Chatham-Kent Community Strategic Plan<sup>1</sup>. The six strategic objectives are:
  - A. Health – a healthy community
  - B. Economy – a prosperous community
  - C. Environment – a green community
  - D. Culture – a cultural community
  - E. Civic Engagement – an engaged community
  - F. Learning – a learning community

Applications which meet one or more of the above priorities, and which otherwise qualify for funding, may address the following issues (if applicable):

- Funding requirements for equipment rentals
- Funding requirements for event marketing
- Funding requirements for event insurance
- Event/festival expansion

Although CPF funding is not limited to these types of expenses, it may be available for them.

<sup>1</sup> The Chatham-Kent Community Strategic Plan is available on the community web portal @ [www.chatham-kent.ca](http://www.chatham-kent.ca) – under the "Community Services" heading choose the "Getting Involved" option.



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### Grant Terms and Conditions

The CPF is a limited resource fund, replenished by the Municipality of Chatham-Kent on an annual basis. If the applicant is successful in receiving a grant, the following terms and conditions apply. The authorized signatures below indicate that the applicant agrees to abide by these terms and conditions:

1. Groups may be entitled to **up to 50% of a project cost, up to a maximum of \$5,000 per project.** Once a grant is approved, the amount of the grant will not increase, even if the project costs rise.
2. **No more than 25% of the overall project costs may be considered in-kind** (this includes the value given to volunteer labour).
3. Because funding is limited, applications will be evaluated based on the eligibility requirements and granting priorities. Priority may be given to organizations and/or projects that did not receive funding in previous years.
4. Festivals and events carried out on municipal property will be carried out in partnership with the municipal department involved. **All such applications must be reviewed by the municipal contact prior to submission and a letter of support from the relevant department is required.**
5. Applications will be considered only if they are submitted **before** the project begins and any eligible costs associated with the project are incurred. **PROJECTS WILL NOT BE FUNDED RETROACTIVELY.**
6. Organizations that receive grants through the CPF must acknowledge the support of the Municipality of Chatham-Kent in all advertising, publicity, signage, plaques, etc. related to the festival or event. Branding, signage, and logo usage pertaining to the Corporation of the Municipality of Chatham-Kent must be approved by the municipal Communications Division prior to use or inclusion in any marketing /communications material.
7. Grant recipients agree to indemnify and hold harmless the Municipality of Chatham-Kent from any and all claims arising out of the providing/withdrawal of funds, construction of projects or any other use of grant funds provided as a result of the grant process.
8. All applicants consent to the public release and Municipal use of information contained in their applications and reports submitted to the CPF and agree that the content of the application may form a public record that can be accessed by the public.
9. If information in the application proves to be inaccurate or if the project is not being completed in accordance with the application information, or if the applicant does not follow the CPF Terms and Conditions, the Municipality of Chatham-Kent reserves the right, at its sole discretion, to withhold grant payment and not issue any further funds.
10. The Municipality of Chatham-Kent shall have the right to review the applicant's books and records regarding the CPF-funded project.
11. By accepting CPF funding, the applicant consents to the release to the Municipality of Chatham-Kent of financial/project information by any other organization providing funding or financial support to the applicant regarding the same project.
12. Festivals and events must be completed within a year of the date of approval. **Extensions must be requested in writing in advance.**

### Restrictions

Grants are not ordinarily made towards:

1. Administration costs
2. Research or the publication of studies
3. Training, conferences, workshops, or travel outside the community
4. Activities of religious organizations that serve primarily their membership and/or their direct religious purposes/activities
5. Organization-specific advertising, marketing, videos, etc.
6. Core organizational operating costs or capital building campaigns
7. Operating or capital deficits
8. Fund raising activities



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### Eligibility

All applications are for one-time funding, and organizations must complete any existing CPF projects before applying for funding for any new project. **Projects must be completed within one year of application approval.**

### Eligible organizations must...

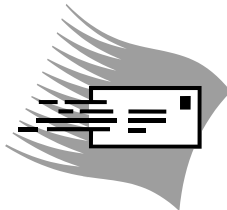


1. Be based within Chatham-Kent
2. Be providing services which directly benefit the communities within Chatham-Kent
3. Be a registered charity, a non-profit organization, or community organization
4. Make services available without discrimination
5. Demonstrate fiscal and management responsibility and show financial need

**Any questions regarding eligibility can be addressed to the Community Development Analyst at:**

Telephone: 519.360.1998, ext. 3054  
E-mail: CKpartnership@chatham-kent.ca

**Applicants should mail or fax a signed copy of the Application Form and supporting materials to the Community Development Analyst at:**



Community Partnership Fund  
Partnership Development Services  
Municipality of Chatham-Kent  
315 King Street West  
P.O. Box 640, Chatham, ON, N7M 5K8

FAX: 519.436.3237

**DEADLINE: Friday, December 11, 2009 @ 4:30 p.m. (no exceptions)**

# APPLICATION PROCESS

## Step 1 – Application

To ensure your application is complete, please use the Application Checklist at the right-hand side of this page.

## Step 2 – Evaluation & Approval

Projects are reviewed by the CPF Review Committee, which makes funding recommendations to Council. Final project approvals are given by Council through a Report to Council at a regular meeting.

Once approved, applicants may request an advance of up to 50% of the total grant amount, if required and subject to approval on a per project basis.

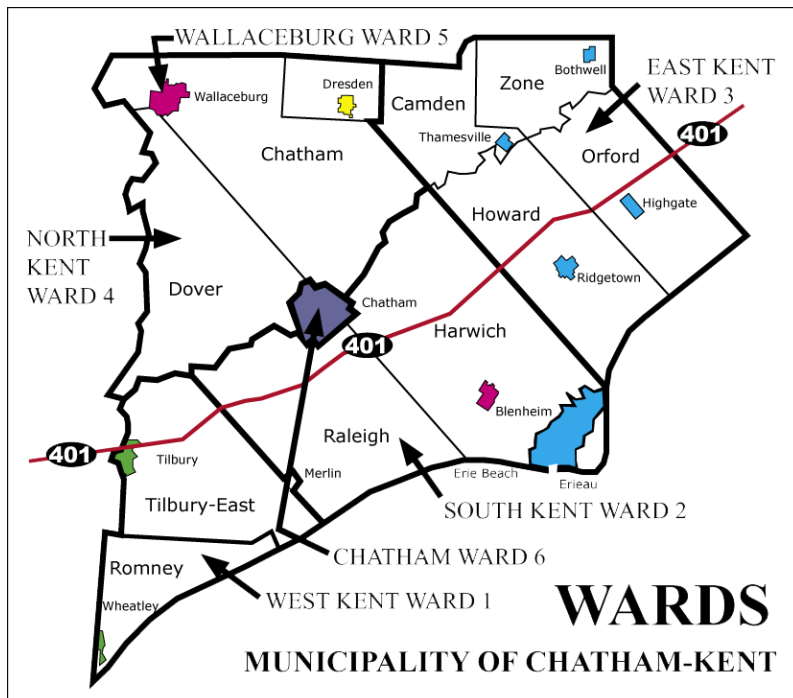
Invoices and proof of the completion of the work will be required before total grant funds will be released.

## Step 3 – Completion

The applicant must provide a one-page report (plus photos) confirming that the project is complete, along with a financial statement and supporting documents/invoices in order to receive the grant.



**If any event or ceremony is planned to commemorate the completion of the project, the organization is required to invite the Mayor, Councillors from the ward in which the project took place, and a Partnership Development Services representative.**



## Application Checklist

To ensure your application is complete, please make sure you have filled in and enclosed all the necessary information!

### Applicants must:

- Complete every section of the CPF application form.
- Include a description of the proposed project (one to three pages). Include an explanation of how your project supports the 6 objectives of the Chatham-Kent Community Strategic Plan and how your project enhances the quality of life of Chatham-Kent citizens.
- In addition to completing the **Budget Summary** portion of the application form, applicants must **attach a detailed budget for the proposed project**, including a reasonable explanation and/or quotations to support the estimated expenses and revenues.
- Include additional supporting materials (e.g., photos etc.) up to two pages (**OPTIONAL**).
- Have the form signed by appropriate official(s) from the organization.
- Include a letter of support from the relevant municipal department if the project is linked to municipally owned land or a facility.

If you are not sure who the appropriate contact is, please phone the Partnership Development Services office at 519.360.1998 ext. 3054.

- If the event or festival is being held on municipal property, contact the Special Events Assistant 519.354.8346 ext. 30 for direction on the Special Events application process.**

Submit the application and all supporting documents by **Friday, December 11, 2009 at 4:30 p.m.**

**WHERE CAN COUNCIL NAMES & CONTACTS BE EASILY FOUND?**

[www.chatham-kent.ca](http://www.chatham-kent.ca)

(Under the Council & Administration heading, choose the "Mayor, Council and CAO" option).



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## APPLICATION

PLEASE READ "GUIDELINES FOR APPLICANTS" PRIOR TO THE COMPLETION OF THIS FORM


The following requirements must be met in order for your application to be considered for funding:

- Applicant must demonstrate that the project fits within the Granting Priorities;
- Application must comply with the Grant Terms and Conditions.

### APPLICANT INFORMATION

1	<b>Name of Organization</b>	_____	
2	<b>Mailing Address</b>	_____	
3	<b>Phone &amp; Fax</b>	Telephone: _____ Alternate : _____	Fax: _____
4	<b>E-mail &amp; Web Address</b>	E-mail: _____	Website: _____
5	<b>Contact Person</b>	Name & Title: _____	
	Please name the "Signing Authority" if it is not the person listed above	Name & Title: _____	
6	<b>Mandate of the organization</b>	_____	
7	<b>Is the organization an incorporated non-profit or registered charitable organization?</b>	Yes <input type="checkbox"/>	If YES, please print the Incorporation/Charitable Registration Number: _____
		No <input type="checkbox"/>	If NO, please provide background information on the organization and how it would handle the financial requirements of the project. _____
8	<b>Have you received Community Partnership Funding in the past?</b>	Yes <input type="checkbox"/>	If YES: What Year? _____ Project Name: _____
		No <input type="checkbox"/>	

## FESTIVALS AND EVENTS PROJECT INFORMATION

<b>1</b>	<b>Amount of Funding Requested</b>	\$ _____	<b>Total Project Cost</b>	\$ _____
<p>Note: Organizations may apply for up to 50% of project costs to a limit of \$5,000. In addition, no more than 25% of the overall project costs may be in-kind.</p>				
<b>2</b>	<b>Project Name</b>	_____		
<b>3</b>	<b>Project Location*</b> <small>*See map of Chatham-Kent on Page 4</small>	<b>ALL WARDS:</b> _____ <b>WARD ONE:</b> _____ <b>WARD TWO:</b> _____ <b>WARD THREE:</b> _____	<b>WARD FOUR:</b> _____ <b>WARD FIVE:</b> _____ <b>WARD SIX:</b> _____ <b>OTHER:</b> _____	
<b>4</b>	<b>Is the project linked to municipally owned land or a facility?</b>	<b>Yes</b> <input type="checkbox"/> (If YES, a letter of support from the relevant department is required) <b>No</b> <input type="checkbox"/>		
<b>5</b>	<b>Provide a brief description of the proposed project</b> (maximum one to three pages).	<b>Be sure to include a statement on:</b> ❖ <b>How your project supports the objectives of the Chatham-Kent Community Strategic Plan; and,</b> ❖ <b>How your project enhances the quality of life of Chatham-Kent citizens.</b> _____		
<b>6</b>	<b>Is there an admission fee/cost to attend your event?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If yes, how much?</b> <b>Adult</b> <input type="checkbox"/> <b>Senior</b> <input type="checkbox"/> <b>Child</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	
<b>7</b>	<b>Is your festival or event environmentally-friendly?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If yes, elaborate (e.g. recycling bins, composting stations, hand stamps vs. wrist bands, no paper programs etc.)</b> _____	
<b>8</b>	<b>Will the project be completed within a year of the approval date?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If YES, when?</b> _____ <b>If NO, please provide details as to why the project may carry over into a second year, and when you would estimate the completion time to be.</b> _____	
<b>9</b>	<b>Will there be an event or ceremony to commemorate the completion of the project?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If YES:</b> <b>Time:</b> _____ <b>Date:</b> _____ <b>Location:</b> _____	
		<b>Undetermined</b> <input type="checkbox"/> At a later date, if you choose to proceed with an event or ceremony to commemorate the completion of the project, you <b>MUST</b> advise Partnership Development Services immediately.		

## FESTIVALS AND EVENTS PROJECT BUDGET SUMMARY

Applicants must complete this Budget Summary **AND attach a detailed budget for the proposed project**, including a reasonable explanation and/or quotations to support the estimated expenses and revenues.

**Indicate the amount requested from the CPF and how your organization will provide the remaining funds.**

Resources / Revenues		Cash	In-kind	Status of Funding				
				Date Confirmed	Pending (Expected Date)			
Indicate the source of funding, and whether the funding is cash or in-kind and if the funding is confirmed or pending a decision.  <i>In-kind: means contributions other than monetary which defray some of the costs of the project including the provision of labour or services, or equipment required in the planning, conducting or managing a project.</i>	<b>A</b>	<b>i.</b>	<b>Applicant's Contribution</b>	\$ _____	\$ _____	_____	_____	
		<b>ii.</b>	<b>Other funding sources: Government (all levels)</b>					
			1. _____	\$ _____	\$ _____	_____	_____	
		<b>iii.</b>	<b>Other funding sources: Non-government</b>					
			1. _____	\$ _____	\$ _____	_____	_____	
			2. _____	\$ _____	\$ _____	_____	_____	
			3. _____	\$ _____	\$ _____	_____	_____	
			4. _____	\$ _____	\$ _____	_____	_____	
			<b>Sub-Total of 'A'</b>		\$ _____	\$ _____		
		<b>B</b>	<b>Amount requested from the Community Partnership Fund</b>		\$ _____			
		<b>TOTAL PROJECT FUNDING (ADD A+B)</b>		\$ _____	\$ _____			

**Authorized Signature(s) (two needed if not incorporated):**

**Signature**

**Signature**

\_\_\_\_\_

\_\_\_\_\_

**Name (please print)**

**Name (please print)**

\_\_\_\_\_

\_\_\_\_\_

**Position**

**Position**

\_\_\_\_\_

\_\_\_\_\_