



# COMMUNITY PARTNERSHIP FUND 2010



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

## GUIDELINES FOR APPLICANTS

### Overview

In 2000, the Community Partnership Fund (CPF) was established by Chatham-Kent Council. This fund provides **up to 50% of project costs, up to a maximum of \$10,000 per project** to community groups which take it upon themselves to enhance the quality of life of Chatham-Kent citizens.

Over the past 9 years, Council and hundreds of community groups have worked together to build a sustainable community.

The CPF is designed to support applications that enhance our quality of life. Our quality of life is dependent upon our economic welfare and our social well-being, as well as the quality of the environment in which we live.

Without any one of these, our quality of life – and that of our successors – is threatened.

Furthermore, the CPF is a testament to the Municipality's commitment to its corporate responsibility of encouraging partnerships<sup>1</sup>.



**Projects will be identified for Council approval on a ward by ward basis. As such, leaders of approved projects must ensure that local ward Councillors and the Mayor are invited to the opening ceremonies upon completion of the project.**

***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:

1. Are carried out in partnership with municipal departments, facilities, operations, and programs
2. Improve public sports and recreation opportunities and/or leisure facilities
3. Protect/preserve the environment
4. Protect/preserve our historical and cultural heritage
5. Provide exposure to, understanding and appreciation of the arts and/or multiculturalism
6. Promote healthy communities
7. Enhance social services
8. Encourage/facilitate community education
9. Focus on youth and/or senior development programs
10. Improve access to facilities open to use by the general public for persons with disabilities
11. Link to the Chatham-Kent Community Strategic Plan<sup>2</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
12. Demonstrate a sustainable maintenance plan

<sup>1</sup> Cited in the Municipality of Chatham-Kent Corporate Plan (April 2003) pages. 1, 8, 12, 15, 16, 22

<sup>2</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 \$10,000 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 is normally given to organizations and/or projects that did not receive funding in previous years.
4. Projects 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 project.

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. Projects 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. Administrative 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
5. Organization-specific advertising, marketing, videos, etc.
6. Core operating costs or capital building campaigns
7. Operating or capital deficits
8. Fund raising activities



# **C**OMMUNITY **P**ARTNERSHIP **F**UND 2010



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## GUIDELINES FOR APPLICANTS

### 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
6. **Demonstrate a sustainable maintenance plan**



**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](mailto: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.

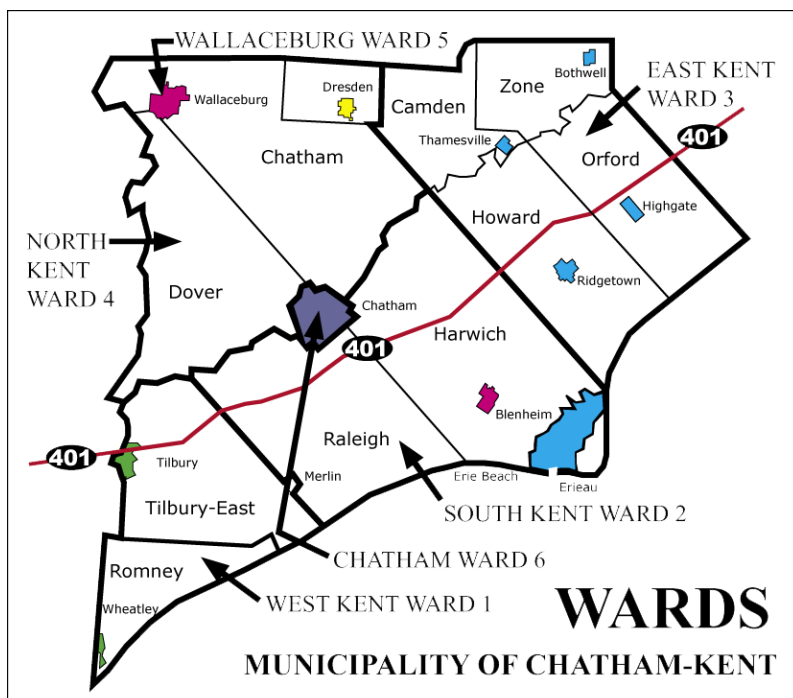
Invoices and proof of the completion of the work will be required before total grant funds will be released.

## 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.
- 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 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.
- 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.
- Include a sustainable maintenance plan demonstrating how your group plans to maintain the proposed project.

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

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; Facsimile</b>	Telephone: _____	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"/>	

## PROJECT INFORMATION

1	<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 \$10,000. In addition, no more than 25% of the overall project costs may be in-kind.</p>				
2	<b>Project Name</b>	_____		
3	<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> _____	
4	<b>Is the project is 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"/>		
5	<b>Provide a brief description of the proposed project</b> <small>(maximum one to three pages).</small>	<b>Be sure to include a statement on:</b> <ul style="list-style-type: none"> <li>❖ <b>How your project supports the objectives of the Chatham-Kent Community Strategic Plan; and,</b></li> <li>❖ <b>How your project enhances the quality of life of Chatham-Kent citizens.</b></li> </ul> _____		
6	<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> _____	
7	<b>Will there be an event or ceremony is planned 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"/> <small>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.</small>		

## 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)	
<p><b>Indicate the source of funding, and whether the funding is cash or in-kind and if the funding is confirmed or pending a decision.</b></p> <p><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></p>	<b>A</b>	<b>i.</b>	<b>Applicant's Contribution</b>	\$ _____	\$ _____	_____	_____
		<b>ii.</b>	<b>Other funding sources: Government (all levels)</b>		\$ _____	\$ _____	_____
	<b>1.</b>	_____	\$ _____	\$ _____	_____	_____	
	<b>iii.</b>	<b>Other funding sources: Non-government</b>		\$ _____	\$ _____	_____	_____
	<b>1.</b>	_____	\$ _____	\$ _____	_____	_____	
	<b>2.</b>	_____	\$ _____	\$ _____	_____	_____	
	<b>3.</b>	_____	\$ _____	\$ _____	_____	_____	
	<b>4.</b>	_____	\$ _____	\$ _____	_____	_____	
	<b>Sub-Total of 'A'</b>			\$ _____	\$ _____	X	X
	<b>B</b>	<b>Amount requested from the Community Partnership Fund</b>		\$ _____	\$ _____	X	X
<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**

\_\_\_\_\_

\_\_\_\_\_