



COMMUNITY GRANTS 2018

INFORMATION AND APPLICATION

Part A

Grant Program Information
Application Package
Components of the Application
Corporate Priorities Information

Part B

**Application for a Community
Grant**

Part C

**Community Grant Program
Evaluation**



Grant Program Information

Annually, as part of the budget process the City of Corner Brook awards grants for projects by community organizations. The grant program is intended to provide financial assistance toward projects or events that enhance the quality of life for residents of Corner Brook, and further certain strategic goals.

The 2018 City of Corner Brook Community Investment Grants will be awarded in the following areas:

- A. Tourism and Downtown Development
 - Downtown event that draws people to the Downtown
 - Event that attracts tourist
- B. Sustainability-Green Projects and Initiatives
 - Project or event that help build a sustainable City
 - Green initiative
- C. Health/ Wellness Projects and Events
 - Project or event that improves the health and wellness of the City of Corner Brook citizens

Community-based projects or events are eligible to receive one grant per year, per organization. The entire amount of the grant will be spent within the City of Corner Brook's fiscal year .

"Investing in people, growth, infrastructure, revitalization, and possibilities"

Application Package Requirements

- ☐ Signed Application form
- ☐ Complete project/event detailed budget plan indicating how the City's funding will be used
- ☐ 3 years of most recent financials
- ☐ List any other contributions currently being made by the City

- ☐ **Project or Event Details**
Project or Event Description

- ☐ **Financial information** about the event or project

- ☐ **Contact Information**
Organization contact information

- ☐ **Organizational Capacity and Description**
Have you previously received City of Corner Brook funding?
How many staff does your organization have?
Brief overview of your organization and the work you do

- ☐ **Community Partnerships**
What relevant partnerships does your organization have?
Does your organization engage in any organizational partnerships for cost sharing?

- ☐ **Project or Event Alignment**
Alignment with the City's Priorities

- ☐ **Outcomes and Indicators**
Define outcomes indicators, measurement for your project or event

- ☐ **Community Impact**
Project or Event Benefits: How does your project meet a community need?
Does the project or event has a large impact on residents?

- ☐ **Additional Information**
Other applicable documents to your application
Financial statements, organizational strategic plan, insurance certificate,
Current Board of Directors list, proof of incorporation, minutes of most recent Annual General Meeting

Reporting

Recipients are required to submit a final report at the end of the project/event . In order to receive the Community Investment Grant Program, a final report must be provided within 60 days of the project/ event completion date.

The report shall include:

- Project/Event budget: please update your original budget submission to include final actuals.
- Statistical Information: please list # of attendees or people reached; impact; volunteers , total volunteer hours, total # of participants.
- Were the objectives of your project or event met and if yes, how so?
- How did the City of Corner Brook community benefit from your project or event?
- Would you have done anything different?
- Provide copies of all marketing and promotional materials used for your project/event .
- Provide at least 3 high quality digital photos that the City of Corner Brook has rights to publish

Deadlines and Administration of Grants

Deadlines for application for the Grants

The deadlines to apply for grants is:

For January Grants: September 30

For June Grants: March 1

Administration of Grants

All grant applications are received and administered by the Finance Department, and will be administered on the following schedule:

- January
- June

Email-All grant applications can be emailed to grants@cornerbrook.com

Outcomes and Indicators

- Define the GOAL/ OUTCOMES, INDICTORS, and MEASUREMENT for your project/event

<p>Goal/Outcomes</p> <p>Define what you want a program/service to accomplish.</p> <p>Outcome statements typically, but not always, include change words such as: <i>increase, decrease, improve, decline, more</i></p> <p>Remember these outcomes are to be:</p> <ul style="list-style-type: none">• directly tied to your organization’s goals• aligned with the City of Corner Brook’s Priorities	<p>Create outcomes by identifying the:</p> <table><tr><th>Type of Change</th><th>Change in What</th><th>Change for Who</th></tr><tr><td><i>Example</i> Increase</td><td>Physical, cognitive and emotional health</td><td>Seniors</td></tr><tr><td>Reduce- Decrease</td><td>feelings of isolation</td><td></td></tr></table>	Type of Change	Change in What	Change for Who	<i>Example</i> Increase	Physical, cognitive and emotional health	Seniors	Reduce- Decrease	feelings of isolation	
Type of Change	Change in What	Change for Who								
<i>Example</i> Increase	Physical, cognitive and emotional health	Seniors								
Reduce- Decrease	feelings of isolation									
<p>Indicators must be specific and observable.</p> <p>They answer questions like how you will know when changes have occurred and how you will know when you have achieved the outcomes.</p> <ul style="list-style-type: none">• How you will know when changes have occurred?	<p>Ask questions like these to determine whether your indicators will work:</p> <ul style="list-style-type: none">• How can I see the change? (Through what kind of observation?)• How can I hear the change? (Through interviews? Focus groups?)• How can I read the change? (Through surveys? In records?)									
<p>Measuring Outcomes</p> <p>How do you know if a program was effective?</p>	<ul style="list-style-type: none">• How will you know when you have achieved the outcomes?• How can I see, hear or read about the changes through your measurement tools i.e.: evaluations, surveys, participation rates, feedback etc.									

Example

Outcome: Decrease the isolation of seniors.

Indicators: 10 more seniors attend support and social groups at the centre. Seniors establish and maintain friendships in the community. Seniors evaluate program as 85% successful

Measurement: Counting number of attendees, satisfaction survey



COMMUNITY GRANTS 2018

INFORMATION AND APPLICATION

Part B

APPLICATION
Community Grants



CORNER BROOK

APPLICATION Community Grants

Project/Event Details

☐ New Project ☐ New Event

Description:

Project or Event Title:

Start and end date:

Summary-Please provide a short description and activities of the proposed project/event.

Financial Information: Financial details what are you requesting the funding for:

- Include complete detailed budget plan indicating how the City's donation will be used
- Latest financial statements
- List any other contributions being made by the City

Organization Contact Information

Organization Name:		Board Chair or Treasurer	
Executive Director		Name:	
Mailing Address:		Phone Number:	
Phone Number:		Email:	
Email:		Mailing Address:	

Organizational Capacity and Description

Have you previously received City of Corner Brook funding?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many staff does your organization have?			
Is your organization primarily run by volunteers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many volunteers do you have?			
Organization Description Please provide a brief description of the organization, mission, collaboration or network and the work you do			

Community Partnerships

Name of collaboration or network if applicable. What relevant partnerships does your organization have and how do you cost share or support each other?

Which area of focus does your project/event align with?

Tourism and Downtown Development	Green Initiative	Health and Wellness
<input type="checkbox"/> Project/Event that draws people to the Downtown or attracts tourists to our City	<input type="checkbox"/> Project/Event that will help build an environmentally sustainable City or green initiative	<input type="checkbox"/> Project/Event that improve the health and wellness of the City of Corner Brook citizens

Project or Event Alignment:

How does it align?	
List the Outcomes:	
Indicators:	
Measurements:	

Community Impact

How does your project meet a community need? Does the project or event have a large impact on residents, explain?

Additional Information

Add any other applicable documents strengthen your application

Financial statements, organizational strategic plan, insurance certificate

Current Board of Directors list, proof of incorporation, minutes of most recent Annual General Meeting.

Applicant Signature and title

Signature

Title

☐ I agree to submit a final report at the end of the project including at least 3 high quality digital photos that the City of Corner Brook has rights to publish within 60 days of the project/ event completion

City of Corner Brook Corporate Priorities

Strategic Priority I: Invest In Quality Infrastructure Development

Goal A: Water and
Sewer Infrastructure

Goal B: Roads, Trails
and Streets

Goal C: Asset
Management

Goal D: New Buildings,
Building Repairs and
Upgrades

Strategic Priority II: Economic Development and Population Growth

Goal A: Population
Growth

Goal B: Economic
Development

Strategic Priority III: Revitalize our Downtown

Goal A: Vacant
Buildings

Goal B: Desirable
Downtown

Goal C: Business
Opportunities

Strategic Priority IV: Sustainable Development and Sports and Eco (Adventure) Tourism

Goal A: Parks and
Recreation

Goal B: Eco Tourism
and Sports

Goal C: Sustainable
Development and
Climate Change



COMMUNITY GRANTS 2018

Part C

Community Grant
Program Evaluation



Community Grant Program Evaluation

Part I Eligibility

Eligible applications should meet the following requirements:

- ☐ Not-for-profit organization
- ☐ Organization based in Corner Brook and serves Corner Brook
- ☐ Service/project conducted in Corner Brook, for Corner Brook residents and/or visitors
- ☐ Has provided current financial statements
- ☐ Organization has no outstanding arrears to the City of Corner Brook

If previously funded by the City of Corner Brook:

- ☐ All previous City of Corner Brook funding agreements and conditions have been met (where applicable)

Proceed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part II Project or Event Alignment

This is the specific area that the agency project/event is aligning with the goals of the City of Corner Brook. Strong alignment with the City of Corner Brook’s Priorities will demonstrate how the outcomes of the proposed funded activity or service will advance the areas of focus for the City.

Part II Project/events should have outcomes connected to at least one of the areas of focus listed below

	Areas of focus	Project/event related goals and outcomes	Excellent	Good	Fair	Poor	Total Score /40
A. Tourism and Downtown Development	<input type="checkbox"/> Downtown event that draws people to the Downtown <input type="checkbox"/> Event that attracts tourist	1.	Score between 31-40	>21-30	>11-20	>1-10	
		2.					
		3.					
OR							
B. Sustainability-Green initiative	<input type="checkbox"/> Project/event that help build a sustainable City <input type="checkbox"/> Green initiative	1.	Score between 31-40	>21-30	>11-20	>1-10	
		2.					
		3.					
OR							
C. Health/Wellness	<input type="checkbox"/> Project/event that improves the health and wellness of the City of Corner Brook citizens	1.	Score between 31-40	>21-30	>11-20	>1-10	
		2.					
		3.					
							/40

BONUS SECTION

Does the event or project have outcomes that relate to more than one priority?

☐ Yes ☐ No

If YES, Addition bonus points (up to 10)

/10

Page Score /40

Part III Community Impact

Project/event illustrates the community need for the proposed project/event (-2, -1, 0, 1, 2)	
Project/event has the ability to demonstrate added value to the Corner Brook community and advance the strategic area of focus to which the organization applied (-2, -1, 0, 1, 2)	
Does the project or event have a large impact on residents (-2, -1, 0, 1, 2)	
Creates a direct benefit to residents of the City of Corner Brook (-2, -1, 0, 1, 2)	
Section Total	/8

Part IV Community Partnerships/Memberships

Collaboration evident and maintains partnerships in project/event delivery (/1)	
Service / project is not substantially duplicated by other organizations (/1)	
Effort to exchange of information among service provider (s) (-2, -1, 0, 1, 2)	
Section Total	/4

Part V Financial Capacity

The organization is financially viable, providing:

a project/event budget that indicates a clear financial plan and demonstrates efficient use of City funds (/5)	
Through the provision of financial statements, the organization demonstrates a recent history of prudent financial management (e.g. does not demonstrate a pattern of annual deficits of expenditures or revenues) (/5)	
organization has resource capacity to deliver the project/event and achieve stated outcomes (-2, -1, 0, 1,2)	
organization is recognized within the community as a respected, stable organization (conversation with other funders) (-2, -1, 0, 1, 2)	
Section Total	/14

Page Score /26

Part VI Community Responsiveness

The organization is responsive to community needs:

uses multiple community sources in the community for goal setting and the prioritization of actions (-2, -1, 0, 1, 2)	
if organization has already received City of Corner Brook funding, can demonstrate improved organizational performance consistent with community plans and clear operational procedures (-2, -1, 0, 1, 2)	
Section Total	/4

Part VII Sustainability

The organizations diverse funding base:

demonstrates that it has applied to a number of “relevant” funding sources (provincially, federally, locally) showing that the City of Corner Brook is not to be the sole funder of service/ project (/3)	
identifies partnerships that may cost share in service / project/event delivery (/2)	
Feasibility of long term sustainability, leadership, and institutional support (-2, -1, 0, 1, 2)	
Section Total	/7

Part VIII Innovation

The project/event level of innovation:

The project/event demonstrates innovation and excellence as a new project / 5	
The project/event innovation has a large potential for impact /5	
The project/event has a positive impact and helps trailblazers contribute to our City’s success /3	
Section Total	/13

Page Score /24

Project Total Score /90