COMMUNITY GRANTS 2019

INFORMATION AND APPLICATION

Part A

Grant Program Information
Application Requirements
Deadlines and Reporting

Part B

Application for a Community Grant

Part C

Community Grant Program Evaluation

CORNER BROOK

Grant Program Information

Annually, as part of the budget process the City of Corner Brook awards grants intended for programs and events 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 strategic goals. It is NOT the intent of the City to provide recurrent sustainable funding to the organization.

The 2019 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

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 administer on the following schedule:

- **January**
- **June**

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

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

See Community Grants Accountability Statement

COMMUNITY GRANTS 2019

INFORMATION AND APPLICATION

Part B
APPLICATION
Community Grants

CORNER BROOK

APPLICATION Community Grants

Program or Event title

Start and end date:
Summary-Please provide a short description and activities of the proposed project/event (bullets or a short sentence)

Project Budget

Including-Please provide the revenue/expenses and amount requested from the City for the proposed project/event.

TOTAL Project or Event BUDGET_____

TOTAL AMOUNT REQUESTED FROM THE CITY OF CORNER BROOK_____

Project or Event Alignment: The current City of Comer Brook's grant focus is Tourism and Downtown Development, Green Initiatives, and Health and Wellness Which area does is your project/ event support?

Tourism and Downtown Development	Green Initiative	Health and Wellness
☐ Project/Event that draws people to the Downtown or attracts tourists to our City	☐ Project/Event that will help build an environmentally sustainable City or green initiate	☐ Project/Event that improve the health and wellness of the City of Corner Brook citizens

How does it align?	
List the Outcomes: What do you want to accomplish?	Project/event related goals and outcomes 1. 2. 3.
Measurements:	How are you measuring success?
Community Partnerships	What relevant partnerships does your organization have and how do you cost share or support each other?

Community Impact

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

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 Community Grants Accountability Statement/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**

Organizational Capacity and Description

Have you previously received City of Corner Brook funding?		☐ Yes	☐ No
When did you receive funding			
How many staff does your organization have?			
Is your organization primarily run by volunteers?		☐ Yes	☐ 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			

Organization Contact Information

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

COMMUNITY GRANTS 2019

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?	☐ Yes ☐ No

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.

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
A. Tourism and Downtown Development	☐ Downtown event that draws people to the Downtown ☐ Event that attracts tourist	1. 2. 3.
	OR	
B. Sustainability-Green initiative	☐ Project/event that help build a sustainable City ☐ Green initiative	1. 2. 3.
	OR	
C. Health/ Wellness	☐ Project/event that improves the health and wellness of the City of Corner Brook citizens	1. 2. 3.

Excellent	**Good**	**Fair**	**Poor**	Total Score /40
Score between 31-40	>21-30	>11-20	>1-10	**/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   /50

Part III Community Impact

Project/event illustrates the community need for the proposed project/event
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
Does the project or event have a large impact on residents (Community driven for a target population or benefits the entire population)
Creates a direct benefit to residents of the City of Corner Brook
Section Total   /8

Part IV Innovation
The project/event level of innovation:

The project/event is a new and unique idea, or approach   The project/event has a positive impact and helps trailblazers contribute to our City's success   The project/event is inclusive, collaborative, and resourceful
Section Total   /13

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
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)
Organization has resource capacity to deliver the project/event and achieve stated outcomes
Organization is recognized within the community as a respected, stable organization (conversation with other funders)
Section Total   /14

Page Score   /35

Part VI Community Responsiveness

It can help address emerging needs and connect more people

The event or project is responsive to an identified community need

It provides an event, human and or social service not otherwise duplicated in the community

Section Total   /5

Part VII Sustainability
The organizations diverse funding base:

Demonstrated 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
Identified partnerships that may cost share in service / project/event delivery

 Feasibility of long term sustainability, leadership, and institutional support

Section Total   /6

Part VIII Community Partnerships/Memberships

Collaboration partnerships is evident in project/event

Service / project encourages collaboration between organizations

Effort to exchange of information among service provider (s)

Section Total   /4

Committee Notes

Page Score   /15
Project Total Score   /100

Recommended for a grant? ☐ Yes ☐ No

Amount Requested_____   **Recommended Amount_____**