



Elgin County Grant and Sponsorship Program

Program Overview

Are you a non-profit community group or organization whose primary focus for your program, service, or event is to promote and improve upon the social, cultural, and economic well-being of Elgin County? You may be eligible to apply for funding through Elgin County's Grant and Sponsorship Program.

Through this program, the County of Elgin will allocate grants and sponsorships to eligible organizations and initiatives that support the County's current Mission, Vision, and Values, and Council's Strategic Plan. County Council will consider requests for events, programs, and services that fall under one of the following streams:

1. Sponsorships

a) Community Programs/Services

Eligible organizations can apply for funding for their program or service that engage in cultural and heritage conservation, public education, health and/or welfare of all people within the Elgin County community; or

b) Fairs, Festivals or Events

Eligible organizations can apply for funding for a fair, festival, or event that provides significant benefit to the community.

2. Grants

Grants are awarded by County Council for a significant **capital project** that aligns with the objectives of the County's Strategic Plan and additionally provides a significant economic benefit to the community outside of the scope of Sponsorships.

Only one (1) application per group/organization will be considered per year.

Application Deadlines

1. Sponsorships (Programs/Services, Fairs/Festivals/Events)

February 1 of each year.

2. Grants (Capital Projects)

No less than one year before the date of need.

Available Funding

1. Sponsorships (Programs/Services, Fairs/Festivals/Events)

Maximum \$2,000

2. Grants (Capital Projects)

Up to 10% of total project budget, inclusive of any or all gifts previously pledged or given towards the same project. Regardless of the request, the pledge will not exceed a maximum payment of one half of one percent of the previous year's County levy in any given year.

Eligibility

Groups or organizations must meet the following criteria to be considered for a community grant or sponsorship:

1. Non-profit, or registered charity, or volunteer organization offering programs or services that benefit or address the needs of the community
2. Demonstrate a clear need for the requested funds
3. Must be located within the County and/or provide a direct benefit to the County and/or its ratepayers/residents
4. Must submit the application by the specified application deadlines listed above.
5. May be required to provide a budget for the project/event that easily and clearly outlines financial information about the project/event, and must accurately disclose the full value of any outstanding or funding received for the project/event
6. Must provide prior year comparative financial information of the same event when requested.
7. Must include all necessary application documentation and information independent of assistance from County staff.
8. Must provide a copy of the group or organization's most recent annual financial statements with the application when requested.
9. The group or organization must have fulfilled any outstanding obligations from previous awards of grants or sponsorship from the County (i.e. submission of final reporting).
10. Must submit a completed application; incomplete applications/information will be deemed ineligible and will not be considered.

11. A contribution towards the cost of a rider on a group's liability insurance coverage may be eligible should it directly relate to the event in question and should be included as part of the outlined budgetary needs of the event.

Council **will not** consider providing a Grant or Sponsorship to the following:

1. Individuals
2. For profit businesses
3. Groups/organizations with political or religious affiliation
4. Groups/organizations who have failed to provide satisfactory final reports for grants or sponsorships previously provided by the County.
5. Other levels of government
6. Discriminatory activities or events
7. Activities that are contrary to the policies of the County.
8. Activities which are deemed unlawful.
9. Activities where the funds will not directly benefit the applicant but will be used to raise the profile of the applicant for the sole purpose of supporting the fundraising activities of another group.
10. Late, incomplete, or multiple applications by any group.
11. Loan guarantees for any outside organization or project.
12. Capital projects or one-time programming that has previously received County support to the maximum of 10% of the cost of the project or program.

Application Review Process & Guidelines

1. All applications will be date stamped when received and an acknowledgement will be sent to the applicant by email. If more eligible applications are received than funds available, priority will be given to the applications received the earliest.
2. Late applications will be deemed ineligible and funds will not be paid to events that occur before the application deadline.
3. Applications will be reviewed and evaluated to ensure completeness. Any deficiencies will be noted to the applicant.
4. Committee or Council will choose to allocate, or not allocate, funds to eligible groups or organizations, in its sole and unfettered discretion.
5. Cheques will be issued for the total amount that the Committee or Council has approved for each group or organization.
6. Only **one application per group/organization** will be considered per year.
7. Only **one grant per group/organization** will be given for one program/event per year. Stacking of projects will not be allowed.
8. Grants and sponsorships made by the County are not to be regarded as a commitment to continue such funding in perpetuity or again at any time in the future.
9. In making a grant or sponsorship, the Committee or Council may impose conditions and/or restrictions as it deems fit.

10. Multi-year capital grants may be considered and will be paid for based on the original year implemented as future increments cannot be forecasted accurately.
11. No request shall be granted that binds the Corporation beyond the current term of Council.
12. Groups or organizations requesting a grant or sponsorship will not be granted a delegation or access to Council, Committee or staff to publicly or privately petition/lobby for their application.
13. Capital projects that may be planned or are to be constructed on County land will require the land to be removed from the County's control prior to the beginning of construction.
14. The decision regarding each application is final.
15. Once the annual budget allotment has been exhausted, any further funding requests will not be considered and will need to be resubmitted in a subsequent fiscal year for consideration.
16. The County will not provide guarantees for loans for other agencies or organizations for any purpose.
17. The County will not provide operational funding through a grant. All projects must be related to one-time capital expenditures only with a defined end date.
18. Priority may be given to groups that have not received grants in a prior year.