



District of Stewart Grant-in-Aid (Over \$1000)

Grants-in-aid provides up to \$100,000 in grant funding for non-profit organizations within the District of Stewart in order to improve, expand or develop services or events which will benefit the residents of Stewart.

Deadline for Applications: October 31st

Applications must be received at the Municipal office by October 31st in order to be considered for financial assistance in the following year.

Eligible Organizations:

- Registered non-profit organizations that are in good standing (do not need to be a registered charity but must be registered as a society)

Eligible Projects:

- Funding for any of the following which benefit the residents of Stewart
 - o ongoing operational expenses;
 - o specific capital projects or purchase of equipment;
 - o specific cultural or festival events;
 - o use of municipal facilities at no cost or below normal rates;

Ineligible Projects:

- Funding benefits a small or select group of residents or directly benefits directors of the organization;
- Projects where required funds already exist or where another source of funds would be more appropriate;
- A service that is already being provided by another organization or business and would be in direct conflict;
- Requests for funding less than \$1000 (*please see "Small Grant Request Application" which will be administered by the Chief Administrative Officer directly*).

Application Assessment:

- Priority will be given to projects, events or services that:
 - o are inclusive and benefit the residents of Stewart as a whole;
 - o improve or enhance the ideal of a healthy community;
 - o improve or enhance the local economy (ie: events that attract tourism);
 - o meet a need or priority as identified by the municipality;

Application Process:

1. Complete the funding application and submit it to the District of Stewart Municipal Office by October 31st.
2. Administration will confirm that the application meets the general requirements and that all required information is supplied, and may contact the applicant for more information.
3. Administration will contact the applicant to schedule a date for the presentation to Council (in November or December)
4. Administration will notify the applicant of the decision of Council by January 31st
5. A funding agreement will be provided to the applicant for signature.



APPLICATION FOR GRANT-IN-AID FOR COMMUNITY ORGANIZATIONS

Note: Application must be received by October 31st at the District Office to receive consideration for financial assistance in the following year

Name of Organization:					
Mailing Address:					
Contact Name:			Title:		
Telephone Number:			Email Address:		
Is your organization registered under the Society Act?	Yes		No		
Is your facility open to the public or to members only:	Public		Members Only		
If members only, is membership available to any individuals in the community?	Yes		No		
Amount Requested:					
Total Cost of Project/Event:					

Describe your organization. Include a short history and briefly describe the goals and objectives. (Attach a separate sheet if necessary)

How does your organization benefit the community of Stewart?

Briefly describe why you have a financial need for District financial assistance and what efforts have been made to raise other funding?

Briefly provide a description of project (s) your organization will use the grant funding for:

Briefly provide a financial break down of the cost and source(s) of funding for the project(s)?

Attachments Required:

- Most recent Financial Statements (or Balance Sheet and income statement signed by 2 members of the board)
- Budget for upcoming year – or for specific project/event
- Most recent Society Annual Report (if Directors have changed, provide list of current directors)

Authorized Signature