



## District of Stewart: Small Grant-in-Aid Application

*Small Grant-in-aid provide funding up to \$1000 for groups or non-profit organizations within the District of Stewart in order to support services or events which will benefit the residents of Stewart.*

**Deadline for Applications: 30 days prior to event or the date funds are required**

### **Eligible Organizations:**

- Any group or non-profit organization (*excluding businesses, commercial or industrial entities*).

### **Eligible Projects:**

- Funding for any of the following which benefit the residents of Stewart
  - 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;

**(note: for ongoing use of facilities where value is in excess of \$1000 the applicant must complete the Grant-in-Aid application);**

### **Ineligible Projects:**

- Funding directly benefits individuals or a business, commercial or industrial entity;
- services are already being provided by another organization or business and would be in direct conflict.

### **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 at least 30 days prior to the event or the date funds are required.  
*(Note – requests for use of municipal facilities must be received 30 days prior to the date facilities are to be used in order to avoid any conflict with other users. Applications will be considered on a “first-come” basis).*
2. Applicants must also complete the “User Permit application” and pay any insurance fees as required and submit it with this application;
3. 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;
4. Administration will notify the applicant of the decision within 15 days;



## APPLICATION FOR SMALL GRANT REQUEST

**Note:** Applications will be considered throughout the year and must be received 30 days prior event or date funds are required

<b>Name of Organization:</b>					
<b>Mailing Address:</b>					
<b>Contact Name:</b>			<b>Title:</b>		
<b>Telephone Number:</b>			<b>Email Address:</b>		
<b>Is your organization registered under the Society Act?</b>	<b>Yes</b>			<b>No</b>	
<b>Is your facility open to the public or to members only:</b>	<b>Public</b>			<b>Members Only</b>	
<b>If members only, is membership available to any individuals in the community?</b>			<b>Yes</b>		<b>No</b>
<b>Request for Financial Assistance:</b>					
<b>Request for use of Municipal facilities:</b> <i>(attach User Permit Application)</i>					

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

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**How does your organization benefit the community of Stewart?**

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

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

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

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Authorized Signature