



Community, Youth & Cultural Funding Program

PROJECT GRANT APPLICATION

Please contact a funding program representative at least one week prior to the application deadline to discuss eligibility. Visit the [CYCFP website](#) for deadlines, guidelines and evaluation criteria.

All sections must be completed where applicable. Completion will be evaluated for a total of 5 points, with a minimum 3 points required to continue with the evaluation.

CONTACTS:

General inquiries - Callie Hemsworth (807) 632-2485 or grants@thunderbay.ca

Anti-Racism, Truth & Reconciliation - Alain Joseph (807) 630-8278 or alain.joseph@thunderbay.ca

Community Safety & Well-Being - Cynthia Olsen (807) 625-2942 or cynthia.olsen@thunderbay.ca

Youth - Amanda Prien (807) 629-7051 or amanda.prien@thunderbay.ca

Culture - Louisa Costanzo (807) 628-5250 or louisa.costanzo@thunderbay.ca

Sport - Paul Burke (807) 625-2305 or paul.burke@thunderbay.ca

Project Grant Category:

Project Name:

Total Request \$:

Start Date:

End Date:

Organization (Not applicable to Individual Artists)

Legal Name:

Address:

City:

Postal Code:

Date of incorporation:

Charitable Number (if applicable):

Primary Contact

Name:

Phone:

Email:

Address:

City:

Postal Code:

Name of Funding Program representative contacted:

3. Describe your experience delivering similar projects. (Maximum 1000 characters)

Project Description/Plan (10 points)

Please note that projects must be special activities that are different from your core/annual activities.

4. Please describe your project. (Maximum 1500 characters)

5. What specifically will this grant cover? Please include a breakdown of costs for this request. (Maximum 1500 characters)

6. Please describe how this project is different from your ongoing/annual operations. (Maximum 1000 characters)

9. If the application is unsuccessful for this funding program, will the project still move forward? If yes, what impacts will it have on other revenue sources and/or the scale of project? Please explain. (Maximum 1000 characters)

10. What are the community, social and economic impacts of this project? How will you measure this? Eg. growth percentage, surveys, economic impact assessment tools, etc. (Maximum 1500 characters)

Project Budget & Request (10 points)

This program will fund a maximum of \$10,000. This program will not cover 100% of the project costs, and alternative sources of revenue must be identified.

Total funding request (\$):

Request as percentage of total project budget:

Please submit a project budget that identifies all revenue sources and expenses that are specific to the project (ie. Not the entire annual operating budget of the organization).

A template is provided (see 2nd tab of budget spreadsheet for an example), or applicants can choose to submit their own provided it includes a detailed list of ALL project revenues and expenses.

Attachments

- Project Budget - applicants must provide a budget that includes ALL sources of revenue and expenditures specific to the project itself (not for the entire organization). A Project Budget Statement template (including a Sample Project Budget) is available via the Community, Youth & Cultural Funding Program webpage: www.thunderbay.ca/grants
- Include written quotations or estimates for services or equipment to be purchased where the total is \$500 or more. Please note that up to three (3) quotes/estimates should always be provided, when available.
- Include most recent available financial statements (*organizations only - not applicable for individual artists*). Submit one option from the list below. The highest level of financial statements available is always preferred. The following are accepted (in order of preference):
 - Audited Financial Statements*
 - Review Engagement*
 - Notice to Reader*
 - Board-approved internal financial statements including Statement of Financial Position (also known as a Balance Sheet) and Statement of Operations (also known as an Income Statement)

**All Audited Financial Statements, Review Engagements and Notice to Reader Engagements must be prepared by an external independent Chartered Professional Accountant.*

Authorized Signatures

The signatures of two (2) principal officers of the organization OR the individual artist and a witness will serve as authorization for this application. Please read through and initial the statements included below, then sign.

We certify that, to the best of our knowledge, the information provided in this Financial Assistance Request is accurate, complete, adheres to the established terms and conditions, and is endorsed by the artist or organization which we represent. **Initial 1** _____ **Initial 2** _____

We acknowledge that the granting of funds in any given year is not a commitment by the City of Thunder Bay to continue such assistance in future years. **Initial 1** _____ **Initial 2** _____

We hereby declare that we understand and agree that there is no appeals process for the Community, Youth & Cultural Funding Program Project Grant, and that program applicants may not make a deputation or presentation to City Council or any Committee of Council in relation to this funding request. **Initial 1** _____ **Initial 2** _____

We have reviewed and can confirm that the items listed in the checklists located in this application package and *Section 12: Supporting Documentation* within the application have been included. **Initial 1** _____ **Initial 2** _____

Should our application be incomplete, we acknowledge that the submitted application may be deemed ineligible to continue with the review process. **Initial 1** _____ **Initial 2** _____

Name	Signature	Date
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Name	Signature	Date
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GRANT TERMS & CONDITIONS

1. Definitions

“Applicants” means the organization/group or artist who submits the application to the City of Thunder Bay;

“City” means the City of Thunder Bay; and

“Recipient” means the artist or organization/group who has submitted this application, has agreed to be bound by these terms and conditions, and has been awarded a project grant by the City of Thunder Bay.

2. Acknowledgement of Funding

The Recipient shall acknowledge the support of the City of Thunder Bay through the Community, Youth & Cultural Funding Program in all advertising, publicity, signage, and plaques relating to the organization to which funds are granted. The Recipient shall not hold the City as a partner or otherwise responsible for any obligations relating to the organization.

Likewise, the organization acknowledges that the project or program not be represented as a City project or program, and that the organization does not have the authority to hold itself out as an organization of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization.

3. Purpose of Grant

Grants shall only be used for the purposes outlined in the letter of approval and any attachments thereto. Changes in the proposal shall only be made with the City’s written approval.

If the project or program proposed in this application are not commenced **or** are not completed and there are remaining City funds, such funds will be returned to the City.

4. Assignment of Grant

Neither the Applicant nor the Recipient shall assign the application or Grant, respectively, without the prior written consent of the City.

5. Disposal of Assets

The Recipient shall not sell, lease, or otherwise dispose of assets purchased in whole or part with City funds, without prior written consent of the City.

6. Repayment of Grant

The Recipient shall, at the request of the City, repay to the City the whole or any portion of the grant if the Recipient:

- i. Ceases operation;
- ii. Has knowingly provided false information in the application;

- iii. Uses the funds for purposes other than those detailed in the attachments thereto;
- iv. Breaches any of the provisions of the Human Rights Code, in the operation of this project;
- v. Commences, or had commenced against them, any proceeding in bankruptcy or is adjusted as bankrupt.

Where required, the Grant shall be repaid by cheque, payable to the "City of Thunder Bay" and mailed to:

**Community, Youth & Cultural Funding Program
Recreation & Culture Division, Community Services
Department City of Thunder Bay
Victoriaville Civic Centre – Main Floor
111 Syndicate Ave. S. Thunder Bay, ON P7E 6S4**

The City reserves the right to demand interest on any amount owing by the Recipient to the City at the then-current interest rate charged by the City on accounts receivable.

7. Accounting

The Recipient shall keep and maintain all records, invoices, and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain records for a period of three (3) years. The Recipient authorizes the City and its agents at all reasonable times to inspect and copy any records, invoices, and documents relating to the Grant, in the possession, or under control, of the Recipient.

8. Limitation of Liability and Indemnification

The Recipient agrees that the City shall not be liable for any damages, including, but not limited to, general, incidental, indirect, special or consequential damages, injury or loss of use, revenue or profit of the Recipient arising out of or in any way related to the organization or its activities. The Recipient agrees that it shall indemnify the City, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the organization or its activities, unless it was caused by the negligence or wilful act of an employee of the City.

9. Report

The Recipient must provide the City with a post-grant report within three (3) months of the completion of the project and provide all details required by the City. Upon request of the City, organizations may be required to submit interim progress reports, as well.

10. Copyright and Payment of Artists Fees

Grants are conditional upon the Applicants' compliance with copyright laws and the appropriate payment of artist fees

11. Additional Terms

The City shall be entitled to impose such additional terms and conditions in its letter of approval, at its discretion.

12. Consent to Release Public Information

The Applicant/Requestor acknowledges that all information, other than the information included in the Project Budget Statement, is public information. This public information shall be disclosed to such members of City Administration and Council who require it for the adjudication, awarding, and administration of the grant. This public information may also be disclosed to other individuals subsequent to a Freedom of Information request made under the Municipal Freedom of Information and Protection of Privacy Act, 1990.

13. Confidential Information

The Applicant/Requestor acknowledges that only information supplied in the Project Budget Statement is supplied in confidence. This confidential information shall be disclosed to such members of City Administration and Council who require it for the adjudication, awarding, and administration of the grant. Release of this information to all other individual requestors will require the consent of Applicant/Requestor subsequent to section 10 of the Municipal Freedom of Information and Protection of Privacy Act, 1990.

14. Conflict of Interest

The organization shall have an active governing body composed of volunteers in accordance with the Not-for-Profit Corporations Act. Its main responsibility shall be program and policy development and the acquisition of funding. The Board is held responsible for the effectiveness of services provided and financial accountability of funds from all sources.