

Policy N°: SL-P-2021-01

Title: Organization Recognition Policy

Subject: SL-P-2021-01 (along with SL-P-2021-02) to replace SL-P-2019-03

Department: Recreation and Tourism

Date: November 8<sup>th</sup>, 2021

## **POLICY STATEMENT**

The Town of Hawkesbury believes that the strength of a community lies in the health and well-being of its members. Recognition is an action taken by the Town of Hawkesbury to formalize a relationship with an organization offering services to citizens. The Town of Hawkesbury provides support to organizations that offer their services. Obtaining recognition makes organizations eligible for services offered by the Town such as material, technical and/or professional support.

## **POLICY OBJECTIVES**

The objectives of the policy are:

- Create or strengthen ties between the Town and its organizations in order to support them in their actions;
- Recognize the contribution of organizations to the service offered to citizens;
- Present the eligibility and analysis criteria for processing recognition requests;
- Describe the conditions of access to the support offered to recognized organizations;
- Promote fair and appropriate use of public funds;
- Provide a procedure and structure to ensure adequate follow-up and support;
- Have a clear process to follow if an organization is excluded from our list of recognized organizations.

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The Organization Recognition Policy will need to be reviewed regularly according to industry standards and will be updated as required. The Corporation of the Town of Hawkesbury reserves the right to make discretionary changes to the Organization Recognition Policy at any time and will notify event organizers and/or designated contacts of changes prior to the event or activity.

## **VARIOUS SUPPORTS AVAILABLE TO RECOGNIZED ORGANIZATIONS**

Organizations recognized by the Town of Hawkesbury can access the following forms of support:

- Administrative support
- Financial support
- Physical support

A more detailed description of these types of services offered and available to organizations recognized by the Town is described in the Support Application Policy.

The Recreation and Tourism Department will submit an annual report to Council listing the requests for support by organizations and the associated costs in their application for support, if applicable.

## **ELIGIBILITY CRITERIA FOR RECOGNITION**

In order for the Town of Hawkesbury to recognize an organization, it must:

- Provide community, cultural, educational, environmental, humanitarian, recreational, or sports services in the Town of Hawkesbury;
- Work on the territory of the Town of Hawkesbury;
- Have a majority participation of town citizens on the board of directors, members and clientele;
- Be governed by a board of directors composed of volunteer, democratically elected members and provide an update of these members upon request;
- Have an open membership, in other words, anyone can become a member or participate in the activities of the organization in accordance with its mission;
- Community activities and projects must be accessible, inclusive, and respect the Municipality's mission, vision and values;
- The organization must meet the standards set by the Ontario Human Rights Commission with respect to discrimination;
- The organization carrying out the project must be not-for-profit and willing to provide a copy of their provincial charter, when requested;
- Not to act in duality or duplicate the services of existing and recognized organizations at the town level;

- Be able to submit an activity report with a real budget following the holding of the planned activity thanks to the support of the Town;
- Be able to submit the organization's financial report, upon request;
- Comply with applicable Town policies, procedures and by-laws;
- Comply with the laws of the Province of Ontario and Canada currently in force.

## **CATEGORIES OF ORGANIZATIONS ELIGIBLE FOR RECOGNITION**

In order to establish clear guidelines for the type of organizations that can be recognized, the Town has identified the following categories and set up evaluation criteria to facilitate recognition.

1. **Cultural organizations** – an organization whose primary objective is to promote arts and provide activities in the following sectors of intervention: literary arts, performing arts, visual arts, public arts, media arts, museology and heritage.
2. **Social development organizations** – an organization that primarily provides services, activities or initiatives to the public and that helps break isolation: meeting groups and various groups.
3. **Recreational organizations** – an organization that primarily engages in leisure activities for the purpose of entertaining, relaxing or providing pleasure: book clubs, meditation centers and boards of directors.
4. **Sports organizations** – an organization that offers the practice of a sport of physical activity requiring physical and technical skills along with abilities requiring specific equipment and facilities: soccer clubs and tennis leagues.
5. **Elementary and secondary schools** – elementary and secondary schools are important players in the community, cultural, social and recreational areas of its territory. Therefore, the Town recognizes their presence and contribution and wishes to offer support to the region's elementary and secondary schools, when available: with a focus on hockey and swimming.

***Compliance with the conditions does not guarantee recognition,  
only subsequent analysis will determine this.***

## **EXCLUSIONS**

The following types of organizations **are not eligible** for recognition:

- Profit organizations, businesses and industries;
- Organizations or activities of political nature;
- Religious organizations whose sole mission is to promote religious beliefs or who perform religious services and rites;
- Individuals.

## **CANCELLATION**

Organizations that do not meet the above conditions for obtaining and maintaining the status of organizations eligible for recognition will lose their privilege:

- When a change within the organization results in non-compliance with the eligibility criteria;
- When there is evidence that the offer or quality of the services provided is compromised;
- When ethical conflicts are present within the organization and/or with the community;
- When additional information to be submitted is requested, but not submitted to the Town;
- When the required reports following the planned activity are not submitted to the Town;
- When funds for a cancelled project are not returned to the Town;
- When the contingency plan for extraordinary circumstances is not submitted to the Town.

## **TERMINATION**

An organization may, on its own initiative and at any time, request the termination of its recognition by sending the Town a signed letter and a resolution of their board of directors attesting to this request.

## **NEW APPLICATION**

In the event of a refusal, the organization will have the opportunity to reapply for recognition and must be able to demonstrate that a significant change was applied in respect of one or more items for which recognition had been denied.

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## PROCEDURES - APPLICATION FOR RECOGNITION

To be recognized, an organization must comply with the following procedure:

### Step 1: Forwarding request

Any organization wishing to obtain recognition from the Town of Hawkesbury must first complete the application form for recognition (*Appendix A*) and send it to the Recreation and Tourism Department along with the following documents **for the current year** (when applicable):

- Valid Canada Revenue Agency number or a copy of incorporation with the non-profit organization number or other documents that attest to the charitable nature of the organization;
- Brief description of the organization, its mandate and mission statement;
- Copy of the charter or general regulations;
- List of members of the organization's board of directors, management team and/or committee;
- List of the organization's members, including their name, town of residence, telephone number and email address;
- Certificate of civil liability insurance;
- Financial statements for the past year;
- List of the organization's projects, programs, services and regular activities;
- Copy of the Board of Directors' resolution supporting the application for recognition.

Applications dropped off at Town Hall or sent by mail should be addressed as follows:

**Department of Recreation and Tourism**

Town of Hawkesbury  
425, Cartier Blvd  
Hawkesbury, ON K6A 2M2

Applications may also be sent by email to the following address:

[info@hawkesbury.ca](mailto:info@hawkesbury.ca)

## **Step 2: Review of Applications**

The Municipality accepts applications for recognition throughout the year. Once applications have been received, an acknowledgment of receipt is sent to the organization. Any organization may be asked to provide additional information, as required.

## **Step 3: Assessment of Applications**

Once the application is received, the Selection Committee, with the assistance of the Department of Recreation and Tourism and the Treasurer, evaluates the applications according to the criteria listed in this policy and forwards its recommendations to Council for the final decision.

## **Step 4: Confirmation**

If the application is accepted, a letter of agreement confirming all the conditions developed must be signed between the Town and the recognized organization. It will serve as a tool to ensure the continuity of collaborations and mutual understanding between the Town and the organization.

## **Step 5: Modification and denial**

If the application is refused, a message will be sent to the organization explaining the reasons for refusing recognition. The organization is encouraged to contact a representative from the Recreation and Tourism Department for assistance in facilitating future support.

## **MAINTAINING STATUS**

Recognition is maintained automatically as long as the organization meets the eligibility requirements.



# Corporation of the Town of Hawkesbury

## Organization Recognition Application Form

**Please note:**

1. Only applications that have been completed correctly and legibly will be accepted;
2. Organization recognition application can be submitted throughout the year;
3. Only organizations that have completed the requirements and submitted documents required by the Organization Recognition Policy will be able to apply for financial from november 1<sup>st</sup> onward, until funds are exhausted.

**SECTION A - Contact details**

Name of organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact name \_\_\_\_\_

Telephone number \_\_\_\_\_

Contact email \_\_\_\_\_

Organization telephone number \_\_\_\_\_

CRA number of the organization \_\_\_\_\_

**SECTION B - Summary of the organization, its mandate and its mission statement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Our staff is here to help you!**

Please check with the Recreation and Tourism Department  
to complete and submit required documents  
for recognition of organizations.

**SECTION C - Description of the groups served by your organization**

**1. Describe your activities:**

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**2. Indicate the target group(s) (check all that apply):**

- |                                       |                                       |   |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Babies       | <input type="checkbox"/> Ungendered   | <input type="checkbox"/> First Nations, Inuits or Métis |
| <input type="checkbox"/> Children     | <input type="checkbox"/> Women        | <input type="checkbox"/> Low-income status              |
| <input type="checkbox"/> Teenagers    | <input type="checkbox"/> Mothers      | <input type="checkbox"/> People with reduced mobility   |
| <input type="checkbox"/> Young adults | <input type="checkbox"/> Men          | <input type="checkbox"/> Members of LGBTQ2+             |
| <input type="checkbox"/> Adults       | <input type="checkbox"/> Fathers      | <input type="checkbox"/> Newcomers (immigrants)         |
| <input type="checkbox"/> Elderlies    | <input type="checkbox"/> Families     | <input type="checkbox"/> Visible and ethnic minorities  |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Grandparents | <input type="checkbox"/> Mental health support          |

**3. List any community partners or businesses with whom you collaborate to serve the community.**

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**4. Have you ever worked in collaboration with the Town and its Recreation and Tourism Department? If so, please describe when and how:**

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**5. The activities you organize meet which of the following general objectives? (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Raise awareness                       | <input type="checkbox"/> Encourage community involvement       |
| <input type="checkbox"/> Bring citizens together               | <input type="checkbox"/> Serve a diverse community             |
| <input type="checkbox"/> Meet a municipal mandate              | <input type="checkbox"/> Create a sense of belonging           |
| <input type="checkbox"/> Ensure the viability of organizations | <input type="checkbox"/> Help make a project a reality         |
| <input type="checkbox"/> Stimulate economic activity           | <input type="checkbox"/> Stimulate cultural and artistic scene |
| <input type="checkbox"/> Support ecological efforts            |  |



**SECTION D – Financial statements and/or annual budget projections:**

You can submit your financial statements or complete the following table.

<b>REVENUES</b> (actual or projected)	<b>Financing</b>	<b>In-kind support services</b>
a) Government grants		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising campaign (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and service support)	\$	\$
d) Admission or participation fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL REVENUES</b> (actual or projected)	\$	\$
<b>EXPENDITURES</b> (actual or projected)	<b>Expenditures</b>	<b>In-kind support services</b>
a) Salaries and benefits	\$	\$
b) Location	\$	\$
c) Equipment and furniture	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Publicity	\$	\$
g) Translation and interpretation	\$	\$
h) Other expenditures (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL EXPENDITURES</b> (actual or projected)	\$	\$
<b>ACTUAL OR PROJECTED SURPLUS OR (DEFICIT)</b>	\$	\$

## SECTION E – Declaration and signatures

**ATTENTION:** The organization and its members agree to notify the Recreation and Tourism Department of any change in the information provided above.

**I hereby certify that the information contained in this form is as accurate as possible, to the best of my knowledge, and I am authorized to act on behalf of the organization applying to the Town for recognition as an organization.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTE:** All information contained in this application is subject to the *Freedom of Information and Protection of Privacy Act*.

## SECTION F - Checklist

Documents to include so your application is complete. Please check (✓) the boxes below to avoid omissions.

- Sections A to E of the application are duly completed and a brief list of the organization's activities, programs and services is provided;
- Letters patent (only if it's an initial application);
- List of members of the Board of Directors, Executive Committee or members of the Organization and Coordinating Committee;
- List of members of the organization (for associations with members, include name, town of residence, telephone number and email address);
- Copy of charter or regulations;
- Copy of municipal facility rental contract(s) (if applicable to your request);
  
- Proof of liability insurance (if applicable);
- Financial statements for the last year;
- Copy of Board of Director's resolution supporting application for recognition.

Please note that after your application has been reviewed, you may be asked to provide a letter of recommendation or support (letters must be signed by an authorized agent of the association) or any other documents deemed necessary.

**NOTE:** Lack of documents could delay approval of your application.

Policy N°: SL-P-2021-02

Title: Organization Support Program Policy

Subject: SL-P-2021-02 (along with SL-P-2021-01) to replace SL-P-2019-03

Department: Recreation and Tourism

Date: November 8, 2021

## **POLICY STATEMENT**

The Corporation of the Town of Hawkesbury recognizes and appreciates the efforts of community volunteers and believes that they, as well as organizations, are in the best position to offer many services, special events or projects on a social, cultural, recreational, sports and community level.

Support through community grants, or support for services, events and projects, illustrates the commitment of Council and Recreation and Tourism Department, concerted work with community organizations to offer direct services to projects, such as activities, special events or programming, to benefit residents and visitors to the Town of Hawkesbury.

Council demonstrates its support and commitment to these organizations by including community grants in its annual operating budget, and Recreation and Tourism Department owns and provides the coordination and use of facilities to ensure adequate and essential services for community organizations. Furthermore, Council members are aware of the financial capacity of their taxpayers and are accountable to them. As such, this policy, application procedures, transparent assessment and conditions apply to all applicants and demonstrates how public funds are used to facilitate access equitably for all.

***Only organizations that have obtained recognition will be eligible for the support services offered by the Town, such as administrative, financial and/or physical support.***

## **POLICY OBJECTIVES**

Each year, during the budget preparation process, Council will determine its commitment to the Organization Support Program. Funds will be made available through grants and offers of support.

Objectives:

- Create or strengthen ties with organizations to support their actions;
- Promote fair and appropriate use of public funds;
- Present the evaluation criteria and analysis process for processing requests for support;
- Communicate the conditions of access to support offered to recognized organizations.

Financial and service support is available to associations, clubs, committees, groups and recognized non-profit community organizations that develop community projects. These projects must be aimed at residents of the Town of Hawkesbury, to encourage community cohesion and growth. Support and assistance are awarded according to the eligibility and evaluation criteria listed below, to ensure that the projects supported will promote community participation, stimulate economic activity, demonstrate imputability and respect the municipal mandate and/or contribute to the Town's viability.

The proposed projects must also meet general objectives that will consolidate the efforts of the Town and its Recreation and Tourism Department, such as raising public awareness, bringing citizens together, encouraging the realization of projects, instilling pride and a sense of belonging, and stimulating and supporting the cultural, artistic, social and environmental milieu.

***The intent of the community grants program is to provide a modest level of financial support and should not be considered as the organization's primary source of funding.***

## **ELIGIBILITY FOR SUPPORT**

For the Town of Hawkesbury to support and collaborate with an organization, the latter must first have obtained official recognition as an organization.

### **Exclusions**

The following organizations are not eligible for support:

- Businesses and industries;
- Political associations or activities;
- Religious groups whose sole mission is the promotion of religious beliefs or the celebration of religious services and rites;
- Individuals.

***\*Compliance with the conditions does not guarantee support, only the subsequent analysis will determine this.***

## **DIFFERENT TYPES OF SUPPORT AVAILABLE**

### **Description**

Organizations recognized by the Town of Hawkesbury may have access to the following supports:

- Administrative support;
- Financial support;
- Physical support.

The application form (*Appendix B*) must be completed, and additional documents may be required.

The Department of Recreation and Tourism will present an annual report listing requests for administrative or physical support, to establish the costs associated with these requests in support of recognized organizations.

***Council delegates authority to department heads to accept requests for service support or grants when the monetary value of the donation is less than \$1,000.***

## **ADMINISTRATIVE SUPPORT**

The Town is committed to establishing administrative coordination procedures to support the application process and ensure the success of each project.

### **Insurance service**

An insurance policy is mandatory. However, the Town can offer insurance coverage, subject to payment of the insurance costs by the requesting organization. It is important to note that the deductible and losses under the deductible are assumed by the organization.

### **Promotional service**

The Town of Hawkesbury offers several ways to promote the organizations it recognizes, and ongoing support for this purpose by a representative of the Recreation and Tourism Department. To ensure that the Town's corporate image is respected, the Town's graphic standards guide will be distributed to recipients, so that the logo and its colours can be used appropriately to promote the organization's activity or event in return for the donation received.

## **FINANCIAL SUPPORT\***

The Town of Hawkesbury offers financial assistance to recognized organizations by setting aside an annual budget envelope. Requests for financial support must be submitted starting november 1<sup>st</sup>, until funds are exhausted. This budget envelope is available in the following support categories:

\*Financial assistance applies only once per calendar year.

### **Support for the creation of new organizations**

The purpose of this program is to facilitate the start-up of new organizations in the Town by granting them financial assistance. This financial support enables them to pay a portion of their start-up and operating expenses during their first year of operation.

### **Operations support**

The purpose of this program is to support certain organizations mandated by the Town of Hawkesbury to deal with priority intervention files. Self-financing of regular activities is encouraged, and an organization cannot therefore benefit from financial assistance for activities offered on a regular basis. However, some organizations have significant operating costs and no subscription or registration revenues, and are therefore eligible for financial support.

Adopted on: November 8, 2021

Resolution N° R-338b-21  
By-law N°

Replaces: SL-P-2019-03

### **Special events support**

The purpose of this program is to support the holding of large-scale special events on the territory for the entire population of the Town of Hawkesbury.

***\*Organizations that receive a free rental of building and/or land from the Town of Hawkesbury are eligible for 50% of the previous year's monetary donation.***

### **PHYSICAL SUPPORT**

When projects require a logistical contribution or coordination of facilities, presence and/or subsequent monitoring of the site by municipal employees, the Town of Hawkesbury requests that the value of salaries be considered as an investment offered by the Town as collaboration and physical support. The relevant department heads will need to evaluate each logistics request separately before agreeing to provide support.

Physical support also includes the use of facilities, land and storage space for organizations requiring a location for their project, or for equipment loans when available equipment is essential to the project.

### **Use of installations**

The Recreation and Tourism Department makes available to organizations, at preferential rates, the premises or stages available on its territory for the holding of activities. Requests for use of facilities, stage rentals or grounds must be made at least sixty (60) days prior to the event.

### **Storage/Equipment loan**

Recognized local organizations offering equipment-intensive activities can be allocated a dedicated storage space. However, due to the limited availability of space, the Town of Hawkesbury reserves the right to limit or take back space. Recognized organizations may also borrow basic equipment, such as tables, chairs, barricades, etc.

## PROCEDURES - REQUEST FOR SUPPORT

To obtain support from the Town of Hawkesbury, all organizations must comply with the following procedure:

### Step 1: Forwarding requests

Any organization recognized by the Town wishing to obtain support must have completed the application form (*Appendix A*) and forwarded it to the Recreation and Tourism Department, ensuring that the following documents in the file are up to date for the current year, where necessary:

- Valid Canada Revenue Agency number or copy of articles of incorporation and general regulations with non-profit number or other documents attesting to the charitable nature of the organization;
- Brief description of the organization, its mandate and mission;
- List of members of the organization's board of directors, executive board and/or committee;
- List of all members of the organization (name, town or residence, telephone and email);
- Certificate of liability insurance (if applicable);
- Financial statements for the past year (if applicable);
- List of the organization's projects, programs, services and regular activities;
- Copy of the Board of Directors' resolution supporting the application for recognition.

Applications dropped off at Town Hall or sent by mail should be addressed as follows:

**Department of Recreation and Tourism**

Town of Hawkesbury  
425, Cartier Blvd  
Hawkesbury ON K6A 2M2

Applications may also be sent by email to the following address:

[inforec@hawkesbury.ca](mailto:inforec@hawkesbury.ca)



### **Step 2: Review of Applications**

The Town accepts applications throughout the year, but funding will not be granted automatically, since majority of funds will be approved for applications submitted when the annual budget is approved. Following receipt of applications, an acknowledgment of receipt will be sent to the organization. All applications received will be reviewed prior to presentation to Council to ensure they meet the eligibility criteria. Organizations may be asked to provide additional information. When the request includes only a request for physical support, the activity may be approved at the discretion and availability of the department heads concerned.

### **Step 3: Application evaluation process**

The Selection Committee, together with a representative of the Recreation and Tourism Department and the Treasurer, will evaluate the applications according to the criteria set out in this policy and forward their recommendations to Council. Applications meeting the eligibility criteria will be presented at a Council meeting. Recurring requests will also be presented and may receive final support at the Council's discretion when the budget is approved.

### **Step 4: Confirmation and refusal**

If the application is accepted, a letter of agreement confirming all the services granted and the conditions of use will be drawn up and duly signed by the Town and the recognized organization before any implementation of their project. This agreement will serve as a tool to ensure the continuity of the collaboration between the Town and the organization.

If the application is refused, a letter will be sent to the organization explaining the reasons for the refusal. The organization will then be able to clarify any missing information with the Recreation and Tourism Department, to increase its chances of being approved by the Town for future support.

### **Step 5: Modification and cancellation**

If modifications to planned activities are required, a contingency plan must be submitted to the Recreation and Tourism Department for approval, prior to any continuation of proposed projects in connection with support provided by the Town of Hawkesbury.

In the event that a project must be cancelled and monetary support has been received, full reimbursement must be made to the Town within 30 days of cancellation.

## **CRITERIA FOR ASSESSING SUPPORT REQUESTS**

In order to establish clear guidelines for the different types of organizations that may have access to support from the Town of Hawkesbury, these evaluation criteria will make it possible to identify which types of projects will be favoured according to the following broad guidelines and categories. These will enable the selection committee to evaluate projects fairly and allocate funds more efficiently, so to promote a greater number of projects, including a variety that will promote access to support for all. The Town of Hawkesbury will take into consideration the target audience of each activity to ensure an inclusive distribution of these financial and service supports, according to the age group(s) and target clientele targeted by the proposed projects.

### **Initial evaluation criteria**

Requests from organizations are reviewed and analyzed according to the following criteria:

- Link between the project submitted and the organization's mission;
- Project meets a need expressed by or in the interest of the community;
- Mission and planned activities do not duplicate those of a recognized organization;
- Originality of the project proposed by the organization;
- Cooperation with local resources;
- Diversity of funding sources for the project;
- Organization's dynamism and commitment to its community;
- Economic and social benefits of the project;
- Consideration of accessibility for people with reduced mobility;
- Possibility of extending the project independently;
- Organization's ability to finance the remainder of the project;
- Concordance between various municipal policies and the submitted file.

### **Encouraging community involvement**

1. Build partnerships and networks;
2. Provide citizens with the opportunity to participate in community life;
3. Be accessible to all, regardless of age, gender, origin or beliefs;
4. Involve a large number of organizers and volunteers;
5. Contribute to increasing family and community support;
6. Encourage participants to contribute to an ecological community.

### **Stimulating economic activity and demonstrating accountability**

1. Generate revenue for local merchants;
2. Be recurrent (if possible) and generate economic growth;
3. Share costs by demonstrating financial and legal accountability;
4. Ensure that funds received are used for subsidized projects and activities.

### **Meet municipal mandate**

1. Have a positive impact on community health, recreation, culture and social needs;
2. Propose measures to prevent long-term problems related to health and social integration;
3. Take a proactive approach to community needs, concerns and issues;
4. Eliminate barriers by raising public awareness and promoting understanding and acceptance.

### **Viability**

1. Well-defined and realistic goals, objectives and implementation;
2. Proven track record and credibility;
3. Define anticipated results.

***\* It is important not to duplicate services already offered locally by other organizations or by the Town.***

All requests for support will be assessed according to project need, cost-effectiveness, financial viability, long-term viability, level of contribution to community quality of life and community involvement.

### **Responsibility**

Before the Town releases funds to organizations, all recipients must sign a "letter of agreement" specifying the conditions for obtaining the requested support.

Recipient organizations will be accountable for the use of these funds, in accordance with pre-announced objectives. In subsequent years, grants will be reviewed according to the fiscal responsibility demonstrated by the applicants.

Funds granted under this support policy must be used for the specific purposes explained in the application. Funds received may not be transferred between projects or groups without the prior approval of Council, unless a contingency plan has been submitted and approved by the Department of Recreation and Tourism.

If changes and adaptations are required during the year, these must be presented in the form of a contingency plan and discussed with the person in charge of the Department of Recreation and Tourism.

### **Composition of Evaluation Committee**

The Evaluation Committee is made up of one (1) representative from the Finance Department, one (1) representative from the Department of Recreation and Tourism and three (3) members of Council.

The Evaluation Committee is mandated by Council to receive, process and analyze all requests for support to organizations, and to forward recommendations to Council for approval.

### **Terms and conditions**

The Town has a limited financial envelope and will have to make choices among the projects submitted. In some cases, even though the organization has shown itself to be eligible, an analysis of these parameters may lead the committee to conclude that it is not appropriate to award a grant. In such cases, support in the form of services and access to facilities, for example, may be considered.

The support granted by the Town of Hawkesbury will vary according on the nature and scope of the projects submitted. Funding support granted under this policy will be paid in full to organizations as soon as possible following approval of the application and signed letter of agreement. The amounts granted are non-recurring.

### **Municipal liability insurance coverage**

All grantees must purchase insurance that adequately covers property, general risk and/or for an event where alcohol is served, naming the Town of Hawkesbury as an additional insured.

This provision may be waived where special events are jointly managed or otherwise covered by the Town's current insurance policy. At its sole discretion, the Town of Hawkesbury will establish the required level of insurance, either through the Town's CAO or by resolution of Council.

### **Promotional material**

Any promotional or advertising program of the organization must refer to the graphic standards of the Town of Hawkesbury and mention the financial support received. Organizations receiving grants of more than \$1,000 are required to include the Town of Hawkesbury logo in their printed material in its capacity as sponsor, as stipulated in the letter of agreement.

### **Activity report**

After obtaining financial support and carrying out the project proposed to the Town, the organization must be able to submit an activity report and a financial report.

### **Policy review**

The Organizational Support Program Policy will be reviewed regularly in line with industry standards and updated as required.

The Town of Hawkesbury reserves the right to make discretionary changes to the Organizations Support Program Policy at any time and will notify event organizers and/or designated responsible persons of the changes prior to the holding of their respective project.



# Corporation of the Town of Hawkesbury Support Application Form

**Please note:**

1. Only applications that have been completed correctly and legibly will be accepted.
2. Only organizations that have met the requirements and completed the reports in accordance with the Organization Recognition Policy and the Organization Support Program Policy will be eligible for future applications.

## SECTION A - Contact details

Name of organization

Mailing address

Contact name

Telephone number

Contact email

CRA number of the organization

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## SECTION B - Project summary

Name of activity, program or event

Start date of proposed project(s)

End date of proposed project(s)

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Administrative support:

Insurance:

Coordination:

Promotional:

Financial support:

Creation of new organization:

Operations support:

Holding special events:

Reserved for administration as per agreement	

<input type="checkbox"/> Physical support:	Reserved for administration as per agreement	
<input type="checkbox"/> Event logistics:		
<input type="checkbox"/> Installation use*:		
<input type="checkbox"/> Equipment storage or loan:		
<input type="checkbox"/> Other types of donations or service support (describe):		
<b>Total request:</b>		

\*The amount requested must correspond exactly to the costs of the municipal facility rental contract **before taxes**. Please contact [inforec@hawkesbury.ca](mailto:inforec@hawkesbury.ca) to speak with a department employee, to help you obtain a rental contract. The contract must be included with your application and will be used to identify the value of the administrative and physical support costs.

ee

**Funds may be:**

- Collected in person at the Municipality
- Sent by mail to the above address
- Sent by mail to the following address: \_\_\_\_\_

**SECTION C – Project description: event, activity or program**

**1. Describe your event or project.**

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**2. Indicate target group(s):**

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Babies         | <input type="checkbox"/> Non-gendered | <input type="checkbox"/> First Nation, Inuit ou Métis      |
| <input type="checkbox"/> Children       | <input type="checkbox"/> Women        | <input type="checkbox"/> Low-income status                 |
| <input type="checkbox"/> Teenagers      | <input type="checkbox"/> Mothers      | <input type="checkbox"/> People with reduced mobility      |
| <input type="checkbox"/> Young adults   | <input type="checkbox"/> Men          | <input type="checkbox"/> Members of LGBTQ2+                |
| <input type="checkbox"/> Adults         | <input type="checkbox"/> Fathers      | <input type="checkbox"/> Newcomers                         |
| <input type="checkbox"/> Elderlies      | <input type="checkbox"/> Families     | <input type="checkbox"/> Visible minorities and racialized |
| <input type="checkbox"/> Others : _____ | <input type="checkbox"/> Grandparents | <input type="checkbox"/> Mental health support             |

- 3. List any community partners or businesses that contribute to or are involved in your project or event.**

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- 4. If you are requesting a higher amount than last year's grant/support, please justify the increase.**

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- 5. If your project or event generates profits, please explain how your organization intends to manage, invest or reallocate these revenues.**

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## SECTION D – Budgetary estimates

<b>PROJECTED REVENUES</b>	<b>funding</b>	<b>in-kind services</b>
a) Government grants:		
i) Municipal (requested support)	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising campaign (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and service supports)	\$	\$
d) Admission or participation fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL PROJECTED REVENUES</b>	<b>\$</b>	<b>\$</b>
<b>ESTIMATED EXPENDITURES</b>	<b>expenditures</b>	<b>in-kind services</b>
a) Salaries and benefits	\$	\$
b) Location	\$	\$
c) Equipment and furniture	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Publicity	\$	\$
g) Translation and interpretation	\$	\$
h) Other expenditures (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b>\$</b>
<b>PROJECTED SURPLUS OR (DEFICIT)</b>	<b>\$</b>	<b>\$</b>

## SECTION E – Declaration and signatures

### The organization and its members are committed to:

- Notify the Recreational and Tourism Department of any changes in the information provided above;
- Use the financial support for the above activity unless otherwise approved by the authorities;
- Not use the financial support of the Town of Hawkesbury to pay an employee of the organization;
- Place the Town of Hawkesbury logo on all advertising materials for the project proposed herein.

I hereby certify that the information contained in this form is as accurate as possible, to the best of my knowledge, and I am authorized to act on behalf of the organization/group.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTE:** All information contained in this application is subject to the *Freedom of Information and Protection of Privacy Act*.

## SECTION F – Checklist

Documents to include so your application is complete. Please check (✓) the boxes below to avoid omissions.

- Section A to E are duly completed.
- List of Board of Directors or Coordination Committee members.
- Copy of municipal facility rental contract(s) (if applicable to your request).
- Patent letter (only if initial application).
- Previous year's financial statements for requests over \$1,000 only (without your previous year's financial statements, your request will not be presented to Council).

Please note that after your application has been reviewed, you may be asked to provide a letter of recommendation or support (letters must be signed by an authorized agent of the association) or any other documents **deemed necessary**.

**NOTE: Lack of documents could delay approval of your application.**



What needs to or could be improved? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION C – Financial section**

<b>REVENUE GENERATED</b>	<b>budget</b>	<b>actual</b>
a) Government grants (including in-kind):		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising campaign (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations and other grants (please include volunteers and service supports)	\$	\$
d) Admission or participation fees	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
<b>TOTAL REVENUES</b>	\$	\$
<b>EXPENDITURES</b>	<b>budget</b>	<b>actual</b>
a) Salaries and benefits	\$	\$
b) Location	\$	\$
c) Equipment and furniture	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Publicity	\$	\$
g) Translation and interpretation	\$	\$
h) Other expenditures (specify)		
i)	\$	\$
ii)	\$	\$
<b>TOTAL EXPENDITURES</b>	\$	\$
<b>SURPLUS OR (DEFICIT)</b>	\$	\$

A surplus was generated  or a deficit  ?  
What are you going to do with this money or make up for the shortfall? \_\_\_\_\_  
\_\_\_\_\_

**SECTION D – Declaration and signatures**

**I hereby certify that the information contained in this form is as accurate as possible, to the best of my knowledge, and I am authorized to act on behalf of the organization.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTE:** All information contained in this application is subject to the *Freedom of Information and Protection of Privacy Act.*

**SECTION E – Checklist**

Documents that need to be included so that your application is complete. Please check (✓) the boxes below to avoid omissions.

- Sections A to D of the duly completed application form, including supporting documents for expenses.
- Signature of the responsible member on behalf of the Board of Directors.
- Pictures, newspaper articles and any other supporting evidence regarding your project, activity or event (if available).

**Please note that after reviewing your report, you may be asked to provide additional information.**

Please use this section to add comments or follow-up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_