

NORTH
GLENGARRY
NORD



2026 COMMUNITY GRANT APPLICATION

Program overview

The Community Grant Program provides limited financial and in-kind assistance to eligible community groups and not-for-profit organizations. Funding supports projects and events that strengthen quality of life, community participation and local vitality in North Glengarry.

Funding priorities

- Arts, culture and heritage
- Community beautification
- Special events
- Tourism development
- Heritage plaques

Types of support

Support	Maximum	What it may include
Cash grant	\$3,500	Eligible project or event costs identified in the approved budget.
In-kind Support*	\$2,500	Municipal property, staff time, use of equipment or materials, subject to departmental approval.
*In-kind Consultation Required: Contact the Community Services Department at 613-525-1110 or csdirector@northglengarry.ca to review and approve any requested in-kind support before submitting your application.		

Who can apply

Applicants must be non-profit community groups or organizations whose primary focus is within North Glengarry.

Not eligible

- Individuals or businesses
- Publicly funded institutions, such as schools or hospitals
- Non-profit organizations predominantly funded by government through tax dollars
- Organizations primarily oriented outside North Glengarry or serving a special interest group
- Recreational sports groups, individual athletes or teams, except where special circumstances warrant

Important dates

First Intake Deadline	November 30th
Second Intake Deadline	February 26 th , 2027 (Subject to availability of remaining funds following the first intake)
Project Period	Future projects or events in the applicable calendar/fiscal year

Before you begin

- Read the eligibility rules on page 2-3.
- For requests involving in-kind support, contact the **Community Services Department** at **613-525-1110** or csdirector@northglengarry.ca before submitting your application. The Director of Community Services will review the requested support and confirm its scope, feasibility, and estimated value. **An In-Kind Support Summary must also be completed and approved by the Director of Community Services before the grant application is submitted.**

- Complete every required section and include the most recent financial information requested.
- Submit the complete package by the deadline. Late or incomplete applications will not be considered.
- Total expenses and total revenues reported in the project budget must be equal or the application will be rejected and will not proceed to assessment.

Eligible projects and funding conditions

- The project or event must take place in the future. Retroactive costs are not eligible.
- Grant funding must supplement other revenue and support; it cannot be the project's primary source of funding.
- Applicants must show other financial or in-kind contributions, fundraising or volunteer support.
- Capital items are not eligible. This includes items that retain value after the project or event, such as technology, tools or office equipment.
- One application may be submitted per organization per calendar year. Unsuccessful applicants may re-apply during secondary intake periods in the same calendar year.
- Funding applies only to the year approved and does not create a commitment for future years.
- The Township may approve less than the amount requested and may attach conditions to an award.

Municipal Liability Insurance Coverage

All grantees are required to ensure adequate levels of property, general liability and/or alcohol related event insurance naming the Township of North Glengarry as an additional insured. This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal policy. The determination of insurance levels is at the sole and unique discretion of the Township, either through the CAO's office or by Council resolution.

Repeat applications

A repeat application may be considered only if all previous reporting requirements have been met. The application must explain what is new, improved or different from the previous project or event. New projects may be prioritized when funds are limited.

How applications are reviewed

1. Staff review the application for completeness and eligibility.
2. The budget is checked to confirm that Total Revenues equal Total Expenses.
3. Eligible applications are assessed for community need and benefit, cost-effectiveness, financial viability, quality of life and community involvement.
4. The Arts, Culture and Heritage Advisory Committee makes recommendations to Council.
5. Council makes the final funding decision, subject to the approved municipal budget.

Automatic rejection: An application will not proceed if it is incomplete, ineligible, late, or has an unbalanced project budget.

If your application is approved

- Sign the Township's Letter of Agreement before funds are released.
- Use the grant only for the approved purpose. Changes require prior Council approval.
- Maintain adequate property, general liability and/or alcohol-related event insurance, as required, naming the Township as an additional insured.
- Submit an Accountability Statement within 60 days after the project or event is complete.
 - The Accountability Statement must summarize activities and results, list actual revenues and expenses, explain how Township funds were used, and be signed by the organization's Chair. Photos are encouraged. Failure to report may affect future eligibility.

ORGANIZATION AND PROJECT/EVENT DETAILS

Complete all sections. Use plain language and be specific.

☐ First intake ☐ Second intake

Organization Information

Name of Organization:			
Mailing Address:			
Contact Name:		Title:	
Telephone:		Email:	
Briefly describe your organization and its purpose. Please include the community or geographic area you serve:			
Board or Committee Members (please list each person's name and role):			

Eligibility Self-Check

Check every box to confirm eligibility.

- ☐ We are a non-profit community group or organization whose primary focus is within North Glengarry.
- ☐ The project or event will occur in the future and in the applicable funding year.
- ☐ The request for funding will not be used towards capital purchases. Capital purchases are defined as items with a useful life extending beyond one year that retain a residual or resale value. This includes, but is not limited to, equipment, technology, tools, machinery, and permanent facility improvements. Applicants should not include requests for funding of capital assets in their application.
- ☐ Township funding will supplement, not replace, other project support.
- ☐ Any reporting required for a previous Township grant has been completed.

Project or Event

Project or Event Name:
Date of Event or Project Completion Date:

Funding Category

☐ Arts, culture & heritage	☐ Community beautification	☐ Tourism development
☐ Special event	☐ Heritage plaque	
☐ Other (please describe):		

Details

What will you do? (<i>Describe the main activities, location and timeline.</i>)
What community need or opportunity does this address?
Who will benefit, and approximately how many people will participate or be reached?
What benefits or results do you expect for North Glengarry? <i>Include specific, measurable results where possible.</i>
How will residents participate in or access the project or event?
What partners, volunteers or other organizations are involved?
What other financial or in-kind support have you secured or requested?
Is this a repeat of a project or event previously funded by the Township Community Grant Program? <i>If yes, please describe what is new, improved or different this year.</i> ☐ No ☐ Yes

Is this application for a heritage plaque?☐ No☐ Yes - attach the proposed title, inscription text and supporting historical sources. Plaque must comply with the below criterion:

- The inscription must clearly explain why the subject is significant.
- The inscription should be understandable to a general audience.
- The title should convey useful information where possible.
- Dates should only be included when relevant.
- Birth and death dates should not be repeated unnecessarily.
- Bilingual (both English and French) text.

Please note: *The Arts, Culture and Heritage Advisory Committee must approve the final draft of the Heritage Plaque before production.*

Will you be requesting In-kind Support?☐ No ☐ Yes

Briefly describe the in-kind support requested (*For example: facility use, staff time, use of equipment or materials*):

Please note: *If you are requesting in-kind support from the Township, please contact the Director of Community Services for a pre-consultation before submitting your application. This will ensure the request is evaluated and assessed based on available municipal resources. A Summary Report listing all in-kind support must be included with application.*

Email: csdirector@northglengarry.ca

FUNDING REQUEST

Type of Support	Amount
Cash Grant Requested (Maximum \$3,500)	\$
In-kind Support Requested (Maximum \$2,500)	\$
Total Township Support	\$ 0

Required Attachments

- ☐ Most recent financial statement or treasurer-approved prior-year revenue and expense summary.
- ☐ Approved In-Kind Support Summary, if applicable.
- ☐ Heritage plaque draft and supporting sources, if applicable.
- ☐ Any additional information needed to understand the project (optional).

PROJECT BUDGET

Enter the full project budget, not only the amounts requested from the Township. If applicable, include the total approved value of Township in-kind support in both the Expenses and Revenues sections. Refer to the In-Kind Support Summary for this amount. Do not duplicate the individual in-kind support details in the budget.

Expenses	
Detail	Amount
Total In-Kind Support requested from the detailed In-Kind Support Summary, if applicable	\$
Program, production or project materials	\$
Facility or venue rental	\$
Permits, licenses and insurance	\$
Professional or contracted services	\$
Advertising, printing and promotion	\$
Transportation or delivery	\$
Other expense – specify	\$
Other expense – specify	\$
TOTAL EXPENSES (A)	\$ 0.00
Revenues	
Detail	Amount
Total In-Kind Support requested from the detailed In-Kind Support Summary, if applicable	\$
Township Cash Grant- Total Requested	\$
Applicant organization's cash contribution	\$
Admission, registration, sales or other earned income	\$
Other government or public funding - confirmed	\$
Other government or public funding – pending	\$
Private, sponsor or partner support – confirmed	\$
Private, sponsor or partner support - pending	\$
Other cash revenue – specify	\$
TOTAL REVENUES (B)	\$ 0.00
TOTAL EXPENSES (A) – TOTAL REVENUES (B) =	\$ 0.00
Please note: Total Expenses minus total Revenues must equal \$0.00. If the difference is not \$0.00, revise the revenue or expense figures before submitting. An unbalanced budget will be rejected.	

How the Township cash grant will be used

Please list the expenses that would be paid using the requested Township cash grant. Please be advised that capital expenditures are not covered by grant funding. This includes, but is not limited to, equipment, technology, tools, machinery, and permanent facility improvements.

Expense Item	Amount

Applicant declaration

I confirm that the information in this application and its attachments is true, accurate and complete. I understand that an approved applicant must enter into a formal Letter of Agreement with the Corporation of the Township of North Glengarry and comply with all grant conditions.

I also confirm that I am authorized to submit this application on behalf of the organization.

Name:	Title:
Signature:	Date:

Final submission checklist

- ☐ All application questions are complete.
- ☐ The funding request is within the program limits.
- ☐ Any cash grants awarded will not be used toward capital expenses.
- ☐ Total Expenses equal Total Revenue, and the budget difference is \$0.00.
- ☐ The declaration is signed and dated.
- ☐ The required financial information is attached.
- ☐ The approved In-Kind Support Summary is attached, if applicable.
- ☐ Heritage plaque materials are attached, if applicable.

Please note, applications will be rejected if they are late, incomplete, ineligible, or the budget does not balance.

Submit your application

By email:	In person or by mail:
ecdev@northglengarry.ca	Economic Development and Communications Officer Township of North Glengarry 3720 County Road 34 Alexandria ON K0C 1A0

IN-KIND SUPPORT SUMMARY

To be completed by the Director of Community Services prior to submission of the Community Grant application. A pre-application meeting is required to review the requested in-kind support and confirm its scope, feasibility and estimated value. This summary must be approved by the Director responsible before the application is submitted.

Organization:	Project or Event Name:
Applicant Contact:	Project Date(s):

Department	Item or service	Unit	Qty.	Rate	Total
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
TOTAL IN-KIND SUPPORT REQUESTED					\$ 0
MAXIMUM ELIGIBLE IN-KIND SUPPORT					\$2,500.00
DIFFERENCE					\$ 2500

Rates are calculated by the department responsible using the applicable Township User Fees and Charges By-Law and/or OPSS rental rates.

Department approval

Director of Community Services: Signature	Date:
Department comments or conditions:	

STAFF USE ONLY - ELIGIBILITY AND COMPLETENESS REVIEW

Complete before the application proceeds to committee assessment.

Applicant Organization:	Project or Event:
Date Received:	Reviewed By:

Screening Criterion	Yes	No	N/A
Application received by the deadline	☐	☐	☐
Applicant is an eligible non-profit community group or organization	☐	☐	☐
Primary focus is within North Glengarry	☐	☐	☐
Project or event is future-focused and within the applicable year	☐	☐	☐
Request is within the cash and in-kind funding limits	☐	☐	☐
No ineligible capital expenditures are included	☐	☐	☐
Previous grant reporting is complete, if applicable	☐	☐	☐
All required sections and attachments are complete	☐	☐	☐
Total Revenue is equal to Total Expenses (Budget Difference is exactly \$0.00)	☐	☐	☐
If this criterion is marked "No", application is automatically rejected. Do not send to committee for assessment			

Screening Result	
☐ Eligible and complete - proceed to assessment	☐ Rejected
Reason for rejection or follow-up notes:	
Staff Signature:	Date: