



The Town of Arnprior Corporate Policies and Procedures Manual

Policy Name: Municipal Grants Policy

Policy Manual Section: Financial Services – Budget and Revenue (FS-BR)

Revision Date: November 23, 2020

By-law Number: 7110-20

Policy Number: FS-BR-03

Organizational Coverage: Town of Arnprior Community Organizations

Effective Date: March 11, 2019

1.0 Policy Statement

Council of the Corporation of the Town of Arnprior is committed to supporting various community organizations and other entities in the municipality, as they provide important programs, activities, services and events to the residents of the municipality. These many programs and services offered, enhance the life experience of citizens, as well as often compliment and/or supplement programs and events beyond the Municipality's capability. Support through both in-kind and/or financial means, enables these community entities to fundraise, leverage other funding, and support their various volunteer contributions. Providing municipal grants, demonstrates Council's commitment to working with these community organizations, to provide further beneficial programs, services, and events to Arnprior.

2.0 Purpose

The purpose of this policy is to establish eligibility requirements, expectations, as well as the application and review process involved in providing grant (financial and/or in-kind) assistance to community organizations. Through the application process, the Town will be able to ensure the community program or service being applied for meets the Town's strategic priorities and supports the needs of the community.

3.0 Qualifications and Criteria

3.1 Qualifications for Municipal Grant (Funding or In-Kind)

In order to qualify for Municipal Grant Funding, the community or event organization shall:

- Be a not-for-profit or charitable organization operating in the Town of Arnprior;
 - Other community groups may be considered depending on the nature of the grant request and the demonstrated benefit to the community;
- Be hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior through the program, activity, event or service;
- Be using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments;
- Demonstrate the program, activity, event or service benefits the Town of Arnprior and supports Council's strategic vision;
- Demonstrate financial need;
- Demonstrate the use of volunteers;
- Demonstrate having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable;
- Complete and submit the appropriate application form a minimum of 60 days prior to their need;
- Organizations must have submitted all necessary reports, as outlined in the application form, from previous municipal grant funding and/or in-kind support received; and
- Complied with any other qualification criteria outlined within this policy.

3.2 Evaluation Criteria

All applications for municipal grants, either by way of funding or in-kind support, will be evaluated based on the following:

- Demonstrated need of the community organization;
- Overall contributions to the community as an organization;
- Support and promotion of the Town's vision, values, and strategic priorities as outlined in the Town's Strategic Plan (i.e. growth and expansion; effective service delivery; and business friendly);
- Financial management of the community organization;
- Demonstrated support of volunteers;
- Demonstrated the benefit to the residents of the Town of Arnprior.

4.0 Responsibility

4.1 Town Clerk

The Town Clerk and/or his/her designate is responsible for:

- Receiving applications for Municipal Grants;
- Screening applications with appropriate staff for eligibility;

- Providing eligible applications to Council for consideration; and
- Recording and track all Municipal Grants provided to community organizations, annually.

4.2 Council of the Town of Arnprior

Council is responsible for:

- Setting the annual budget allotment for Municipal Grant funding, as part of the budget process; and
- Reviewing, approving or denying applications for Municipal Grants.

4.3 Treasurer

The Treasurer is responsible for:

- Tracking the Municipal Grant budget and ensuring Council is made aware of the remaining budget available, with each new application that is received (if applicable).

5.0 Definitions

Community Organization – means an eligible not-for-profit or charitable organization, or other type of organization, located in the Town of Arnprior, which contributes to the well-being of the community and quality of life for our residents, and demonstrates the program/service/event being hosted has a direct benefit to the Town of Arnprior as a community.

Council – means Council of the Corporation of the Town of Arnprior.

Events Organization– means an eligible event organization, which contributes to the well-being of the community, demonstrates a strong local economic impact, supports the vision of the Town’s Strategic Plan, and contributes to the Town of Arnprior as a whole.

Festivals and Events Support – means a form of Municipal Grant that is provided by Council to an eligible events organization, by way of a single one-time support funding and/or in-kind contribution to support a festival or event held in the Town of Arnprior.

In-Kind Support (Partnership) – means a form of Municipal Grant that is provided by Council to an eligible community organization, by way of an on-going in-kind contribution over the course of a year, or specified timeframe to support a program, activity, event or service.

In-Kind Support (Single) – means a form of Municipal Grant that is provided by Council to an eligible community organization, by way of a single in-kind contribution to support a program, event, activity or service.

Support Funding – means a Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount.

6.0 Municipal Grant Funding Streams

All requests for Municipal Grant support (through any stream noted herein) are subject to eligibility requirements, budget availability, facility/staff availability, and Council approval. For in-kind requests, revenue generating bookings may take precedence. Municipal Grants will not be provided retroactively for a program, activity, event or service etc. that have already taken place, or to organizations who cannot demonstrate a need. Municipal Grants **do not waive other mandatory requirements** such as providing satisfactory Facility User Liability Insurance or providing damage/security deposits where required.

Overall, Municipal Grants cannot be used:

- To fund/ assist with activities that **serve only** an individual versus benefitting the community at large;
- To achieve an operating surplus, which is kept by the organization and/or donated to a separate entity.

Municipal grant requests will be categorized under four (4) streams:

- (1) Support Funding
- (2) In-Kind – Partnerships
- (3) In-Kind – Single
- (4) Festivals and Events Support Funding

6.1 Support Funding Grant Requests

Support Funding is a Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount. Council on an annual basis will determine the total funding (\$) available for Municipal Grants under this stream, as part of the annual operating budget.

Organizations may be provided an annual maximum of \$3,000 in Support Funding under this stream of the Municipal Grants policy. Organizations may only have a maximum of one (1) request per year, under this stream of the Municipal Grants policy.

Support Funding cannot be used:

- To support ongoing operating costs;
- To support annual capital costs;
- To retire debt;
- To increase endowment funds;

6.2 In-Kind (Partnership) Requests

In-Kind Partnerships are a form of Municipal Grant that is provided by Council to an eligible community organization, by way of an on-going in-kind contribution over the course of a calendar year or specified time frame.

Organizations may require a specified partnership or lease agreement for the year where the support is provided. The type and specifications of the agreements will be outlined and decided upon, on a case by case basis. Organizations may only have one (1) request per year, under this stream of the Municipal Grants policy.

Eligible In-Kind partnership requests include waiving fees for:

- Town Facilities
- Town Equipment
- Town Staff Time

6.3 In-Kind (Single) Requests

In-Kind single requests are a form of Municipal Grant that is provided by Council to an eligible community organization, by way of a single, one-time in-kind contribution to support a program, activity, event or service etc. Organizations may only have a maximum of two (2) requests per year, under this stream of the Municipal Grants policy.

Eligible single In-Kind requests include waiving fees for:

- Town Facilities
- Town Equipment
- Landfill Vouchers/ Garbage Bag Tags
- Town Staff Time

6.4 Festivals and Events Support Funding Requests

The objective of the fund is to create local economic impact, support the vision of the Town's Strategic Plan, grow the potential of these festivals and events as tourism draws, and contribute to building Arnprior's identity.

Festivals and Events Support funding is a Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount and/or through in-kind services. The total funding (\$) available for Municipal Grants under this stream will be included as part of the annual operating budget.

Organizations may be provided an annual maximum support funding, or sponsorship, under this stream of 25% of the total festival/event operating costs, to a maximum of \$5,000. Organizations may only have a maximum of one (1) request per year, under this stream of the Municipal Grants policy. Funding will be provided to eligible event organizations in the form of 80% up front and 20% after the Town receives the supporting Municipal Grant Report. Any event that ends up not moving forward, all funds provided shall be returned to the Town of Arnprior.

Festivals and Events Support Funding criteria includes:

- Occur in a public or rented space within the boundaries of the Town of Arnprior.
- The applicant organization must be an eligible event organization in good standing.
- Offer a unique experience not duplicated by other organizations and their activities.
- Be supported by budgets, which are distinct from regular operating budgets of lead organizations.
- Prominently to create economic, social, health and community benefits
- Have followed the application process guidelines and met the required timelines.
- The applicants must demonstrate need for financial assistance.
- The proposed budget must demonstrate support from other sources other than the Town of Arnprior.

Festivals and Events Support Funding cannot be used:

- To support ongoing operating costs;
- To support annual capital costs;
- To retire debt;
- To increase endowment funds;
- To provide gifts, hospitality, or other benefits to individuals and/ or organizations

7.0 Application Process

7.1 Community Organization Application Process:

- a) Community organizations must submit their application for a Municipal Grant a minimum of 60 days prior to their need (i.e. project deadline, event, etc.)
- b) Community organizations shall complete the application in its entirety, including any necessary supporting documentation being requested, to the Clerk's office.
- c) Any applications for Support Funding, In-Kind (Partnerships) and Festivals and Events Support Funding, will require submission of:
 - i. Most recent financial statements;
 - ii. A financial statement of a previous year's program, activity, event or service;
 - iii. Budget for the program, activity, event or service being applied for;
 - iv. Proof of incorporation (if applicable); and
 - v. Proof of insurance (if applicable)
- d) Any successful applications for Support Funding, In-Kind (Partnerships), and Festivals and Events Support Funding will also require a follow-up report, within 60 days of the completion of the program, activity, event or service for that year, which shall include:
 - i. A brief description of the program, activity, event or service funding was provided for (including the length of time it was offered);
 - ii. The amount (dollar value and/or in-kind contribution(s)) of Municipal Grant funding provided by the Town of Arnprior;
 - iii. Key outcomes of the program, activity, event or service undertaken;
 - iv. A brief description of how the program, activity, event or service benefitted the Town of Arnprior as a community, outlining if it was a success. If the program, activity, event or service was not a success, a description of why it was not a success;
 - v. How many people participated in the program, activity, event or service;
 - vi. Age group of people who participated in the program, activity, event or service;
 - vii. How the event supported the vision of the Town's Strategic Plan;
 - viii. Financial statement of actual revenue and expenses related to the event;
 - ix. Copies of print materials and/or electronic materials, if applicable (ads, programs, website/social media content, etc.)
 - x. Any other relevant information.
- e) The Town of Arnprior reserves the right to request further information if necessary to complete the application process, and/ or help with a decision on providing future Municipal Grants to the organization.

7.2 Internal Staff Reporting Process

- a) The Clerk's Office will receive applications from community organizations for Municipal Grants, review the applications, in consultation with the appropriate staff members (i.e. Manager of Recreation, Marketing & Economic Development Officer, and General Manager of Client Services/Treasurer) for eligibility and bring forward eligible applications for Council consideration.
- b) Given the multiple application streams, the Clerk's Office will determine the appropriate avenue to bring forward the application. Applications however will generally be brought forward as follows:
 - i. Municipal Grant Requests under the In-Kind (Single) stream will be provided to Council in the form of an Action Item, in the Council Action Correspondence Package, as they come forward;
 - ii. Municipal Grant Requests under the Support Funding (\$) and In-Kind (Partnership) streams will be presented to Council in the form of a staff report.
 - iii. Municipal Grant Requests under the Festivals and Events Support Funding stream will be presented to Council as a staff report and may include a delegation from the event organizer, where applicable.
- c) Applications approved by Council will be recorded in a tracking sheet, which will indicate the organization that received the Municipal Grant, the type of Municipal Grant received, as well as the value of the Municipal Grant provided.

7.3 Council Approval Process

- a) Council will review the reports, delegations, and/or action items and approve or deny applications.
- b) The applicant will receive confirmation of approval or denial of their application, by the Clerk's Office, following the Council meeting where their application was presented.

7.4 Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.

- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town's logo will be included on to ensure compliance with the Town's brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town's support may result in the inability of an organization to obtain grant support in future years.

8.0 Attachments

Municipal Grants Application Form
Municipal Grants Reporting Form



Town of Arnprior
 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:			
Street Address:			
City/Town:		Postal Code:	
Contact Person:		Position/Title:	
Telephone:		Fax Number:	
E-mail:			
What is your organization's status?	Charitable	Not-for-profit	Other
Authorization:	I declare that I am authorized to sign this grant request on behalf of		Name (print):
	_____		Position/Title:
	[insert name of organization]		
_____		Phone:	
[signature]			

[date]			
Please provide project/event date(s) or any relevant timelines related to this request.			

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.



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Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)		
In-Kind Support (Partnership) (complete Parts A and B)		
In-Kind Support (Single) (complete Part A)		
Festivals and Events Support Funding (complete Parts A and B)		

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Part A (to be completed for all municipal grant requests)

Organization/Grant Information	
What is the function of your organization (mandate/key objections)?	
Please provide an overview of the service, program or event being supported with this funding.	
Please explain how this service, program or event benefits the Town of Arnprior and its residents.	
<p>Does your organization use volunteers?</p> <p style="text-align: center;">Yes No</p>	<p>If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)</p>

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<p>Please select target population that will benefit from this request.</p>	<p>Age Range:</p> <p>Children (Ages 0-12)</p> <p>Youth (Ages 13-18)</p> <p>Adults (Ages 19-59)</p> <p>Seniors (Ages 60+)</p>	<p>Number of participants benefitting from this request:</p> <p>1-50</p> <p>51-100</p> <p>101-499</p> <p>500-1000</p> <p>>1000</p>
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Does this request align with the Town of Arnprior's [Strategic Plan](#), as determined by Council? Please explain.

<p><u>Key Priorities</u></p> <ul style="list-style-type: none"> Economic Development – Attraction, retention and marketing initiatives and economic impact 	
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<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 		
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>Yes No</p>	<p>If yes, please provide additional details below.</p>	
	<p>Dollar (\$) value received:</p>	
	<p>Service/ Program/ Festival/ Event grant support was received for:</p>	
	<p>Type of grant support received:</p>	<p>Support Funding</p> <p>In-Kind Support</p> <p>In-Kind Partnership</p> <p>Festival and Event Support Funding</p>
	<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	

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If this submission/request differs from previous year(s), please describe the difference?

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Part B (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

Financial Information
Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)
Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)
Indicate if you received funding or are seeking funding from sources other than the municipality.

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Funding provided must benefit the residents of the Town of Arnprior. Please indicate how the funding would be used to benefit the residents of Arnprior.

In what way is your organization working on becoming self-sufficient?

What effect would the denial of all or a part of this request have on your organization and/or the event/activity/program/service you are applying for?

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Has your participation been greater, less or more than last year? (If Applicable)

Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$

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<u>Expenses Description</u>		<u>Budget Amount</u>
Salaries and Benefits		\$
Advertising and Promotion		\$
Entertainment		\$
Administration		\$
Facilities Rental		\$
Prizes and Awards		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Total Expenses		\$
Please attach the listed documentation to your completed application.	<p>Most recent financial statements</p> <p>Financial statement from previous year or previous festival/event</p> <p>Budget for program, service, festival/event</p> <p>Proof of incorporation, if applicable</p> <p>Proof of insurance (required if funding is approved)</p>	
_____ (initial)	I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.	

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Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.
- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town's logo will be included on to ensure compliance with the Town's brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town's support may result in the inability of an organization to obtain grant support in future years.

<hr/> (initial)	I acknowledge that I have read and understand the Condition of Assistance for receipt of Town of Arnprior Municipal Grants. I also acknowledge that I have read and agree to follow the Town of Arnprior's Municipal Grants Policy.
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Municipal Grants Report

Instructions:

- To be submitted within 60 days after completion of the program, activity, event or service to which applicant received support funding, in-kind (partnership), or festivals and events support funding.
- Please note release of the grant funding holdback (20%) is subject to the receipt of this report.

Briefly describe the program / activity / event the service funding was provided for (including the length of time it was offered).

What was the amount of municipal grant funding provided by the Town of Arnprior? Please include dollar value and/or in-kind contributions received)

Please indicate the key outcomes of the program, activity, event or service undertaken.



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Briefly describe how the program, activity, event or service benefitted the Town of Arnprior as a community, outlining if it was a success. If the program, activity, event or service was not a success, please describe why and outline any contributing factors.

How many people participated in the program, activity, event or service?

Please indicate the age group(s) who participated in the program, activity, event or service.

Please note how the event supported both the Economic Development and/or Community Well Being priorities outlined in the [Town's Strategic Plan](#).



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Please note any other relevant information.

Further Information Required for Festivals and Events Support Funding

A Financial Statement of actual revenue and expenses related to the festival/event

Copies of any print materials and/or electronic materials (ads, programs, website content, etc.) if applicable