



TOWN OF HALTON HILLS



SUSTAINABILITY  
CULTURAL ECONOMIC ENVIRONMENTAL SOCIAL

## Community Sustainability Investment Fund Application Form

### 1. Organization and Project Contact Information:

Name of Project/Activity/Event: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Project/Activity/Event Website: \_\_\_\_\_

Official Name of the Lead Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Do you have a business number?  Yes  No

If YES, please provide: \_\_\_\_\_

If your project is being undertaken in partnership with other organizations/groups,  
please provide their contact information.

Are you a Registered Community Organization/Group with the Town of Halton Hills?

Yes  No

If NOT, you are required to either become a Registered Community Organization/Group and/or provide the following information:

- Current copy of the organization's constitution and by-laws or statement of purpose.
- Organization's Year End Financial Statement, plus anticipated activity or event budget.
- A list of the organization's current board/executive including positions, names addresses and home/business phone numbers, e-mails, etc.
- Directors/Executive liability insurance (if applicable).
- Any other information requested by the Town.

To register, please contact: 905.873.2601 ext. 2262 or [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca)

Applications from businesses and for-profit groups/organizations will be assessed on a case-by-case basis against the criteria used for Registered Community Groups/Organizations under the Town's Municipal Assistance Program, as appropriate.

Are you a partner in the implementation of the Community Sustainability Strategy?

Yes  No

If NOT, you are strongly encouraged to become a partner. Contact the Office of Sustainability for more information: 905.873.2601 ext. 2290 or [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

## **2. Prior Town Funding:**

Have you previously received funding from the Community Sustainability Investment Fund?  Yes  No

If NOT, please proceed to Section 3 and complete all subsequent sections.  
If YES, please indicate the last year you received funding, including how much and for what purpose:

| Year | Amount | Project Description |
|------|--------|---------------------|
|      |        |                     |

Is your current request unchanged from your past submission?  Yes  No

If YES, please complete Sections 6, 7 and 8 only.

If NOT, please proceed to Section 3 and complete all subsequent sections.

**3. Project Information:**

3.1 Which areas of sustainability does this proposal support (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Cultural Vibrancy   | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Economic Prosperity | <input type="checkbox"/> Social Well-Being    |

3.2 Please provide a brief description of your organization's/group's mandate and history (maximum 200 words)

3.3 Please describe your project, including how it supports the implementation of the Community Sustainability Strategy (e.g. How is the Strategy's Vision supported; which goals and focus areas are being advanced; how is cultural vibrancy, economic prosperity, environmental health and/or social well-being supported; etc.) (maximum 200 words)

3.4 Please explain the need for your project and what makes it unique?  
How will your project engage the community? (maximum 200 words)

3.5 What are the anticipated outcomes, benefits or results of your project?  
(maximum 200 words)

**4. Financial Information:**

4.1 Please specify your funding request from the Community Sustainability Investment Fund:

| <b>Project Type<br/>(select one)</b>   | <b>What are the items you are requesting funding for?</b> | <b>Amounts Requested</b> |
|--|---|--------------------------|
| <input type="checkbox"/> Special one-time project or event   |   |                          |
| <input type="checkbox"/> Pilot project   |   |                          |
| <input type="checkbox"/> Extension/expansion of current service(s) to include the Community Sustainability Strategy. |   |                          |
| <input type="checkbox"/> Community Engagement/<br>Organizational Development/<br>Capacity Building                   |   |                          |
| <input type="checkbox"/> Other – based on consultation with the Town. Please describe.                               |   |                          |
| Total amount requested from the Community Sustainability Investment Fund   |   |                          |

4.2 Please specify *other* sources of funding (cash or in-kind) and the total project budget. For in-kind volunteer contributions, please specify the number of volunteers, associated volunteer hours and the dollar value assigned to volunteers on a per hour basis:

| <b>Funding Source</b>                                 | <b>Amount (cash or In-kind)</b> | <b>Secured or Pending</b> |
|---|---------------------------------|---------------------------|
|   |                                 |                           |
|   |                                 |                           |
|   |                                 |                           |
| Total amount requested from other sources             | \$                              |                           |
| Total project budget ( <u>all</u> sources of funding) | \$                              |                           |

*If you require additional space, please attach additional sheets of paper.*

4.3 Please attach a workplan, budget summary and quotes/invoices (if applicable) with your application, including actual and projected revenue (e.g. grants, in-kind, donations, sponsorships) and expenses (e.g. facilities, equipment, travel, fees, training).

4.4 Please include two letters of support.

4.5 Are you charging an admission fee?  Yes  No

If YES, how much: \$\_\_\_\_\_

Where will the admission fee and/or any profits be directed? \_\_\_\_\_

## 5. Pre-Submission Checklist:



- Did you include all required and relevant material?
- Did you also apply for other sources of funding?
- Did you provide a minimum of two letters of support?
- Did you join as a Partner in the implementation of the Community Sustainability Strategy?
- Did you keep a copy of all documents for your records?

## 6. Terms and Conditions:

- The completed Application and supporting documents will be used for the assessment of eligibility, and for Town reporting purposes.
- Successful projects will acknowledge Town of Halton Hills support in all communications and promotions.
- Funds received are to be used as specified by Council and as submitted in the Application.
- All unused funds shall be returned to the Town of Halton Hills. In addition, at the Town's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
  - Ceases operating or dissolves;
  - Knowingly provided false information in its Application;
  - Breaches any of the Terms and Conditions of the funding; and/or
  - Has found itself in any other situation whereby the funding can no longer be effectively used to complete the project, as approved by Council.
- The project must adhere to all applicable municipal by-laws, policies and procedures. Where necessary, appropriate legal agreement(s) will be developed and submitted to Council for consideration.

- The information given in support of this project is true, correct and complete in every respect and will comply with the above Terms and Conditions.
- A one-page report on the project's results shall be submitted within 14 months of receiving funding. This report should include information on the results achieved, how any profits were reinvested into Halton Hills to support the Strategy's implementation, level of community engagement, lessons learned, final budget, next steps and measures to ensure that the project will be sustained without additional Town assistance.

**7. Application Submission:**

Please forward the completed application and supporting documents electronically to [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

Alternatively, two (2) copies of the completed application and supporting documents, printed double-sided (preferably on FSC® certified paper and/or paper with high post-consumer waste paper content), may be submitted to:

J. Spence  
 Re: Community Sustainability Investment Fund  
 Town of Halton Hills  
 Planning & Infrastructure  
 1 Halton Hills Drive, ON L7G 5G2

**Late applications and/or incomplete applications will not be considered. To confirm we have your submitted application please contact J. Spence at 905-873-2601, ext. 2290 or by e-mail at [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca) prior to 4:30 pm, Monday April 3, 2017.**

**8. Certification:**

I hereby certify that the information contained in this application is accurate and complete.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Position on Executive

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Position on Executive

(Authorized Signature such as that of Board Member, Executive Director)

Date \_\_\_\_\_