

## Community Grants Program Application Form

### Criteria

1. Applications are due on February 9, 2026, by 4:00pm. Exemptions at the discretion of Council.
2. Applications must be submitted via email to [communitygrants@thamescentre.on.ca](mailto:communitygrants@thamescentre.on.ca) or a hard copy dropped off at the front desk of the Municipal Office at: Municipality of Thames Centre, 4305 Hamilton Road, Dorchester, ON N0L 1G3.
3. Preference will be given to applications which meet one or more priorities set out in the Thames Centre Strategic Plan. In addition, applications should demonstrate community support, efficient use of resources and sound business practices.
4. Preference will be given to applications which meet one or more of the recommendations set out in the [2023 Community Services & Facilities Master Plan](#).
5. To be eligible, applicants must provide products/services to the residents of Thames Centre.
6. Limit of one application per organization.
7. Individuals are not eligible to apply.
8. Each application must demonstrate that:
  - a. This grant is not the primary source of funding for the project
  - b. Financial assistance is needed as other sources lack adequate funding
9. The applicant organization must spend the grant funding on the sole purpose for which it was awarded within the fiscal year for which it is awarded.
10. Applicants will be deemed ineligible for future grants if they fail to provide a Progress Report at the end of the year the grant is awarded. The Progress Report will be emailed to each grant recipient, with a deadline, in **November 2026**.
11. Grants in one year or over several years don't guarantee future funding commitments
12. Payment – Successful applicants will be paid in full; however grant recipients will need to provide confirmation of expenditures in their Progress Report. Any/all unused grant funds and/or any grant funds not used for the approved use will need to be refunded to the Municipality. Failure to do so may eliminate recipients from future grant funding consideration.
13. The maximum allowable grant is \$10,000.00,
14. Applications for “in kind” non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval.
15. Successful grant recipients agree to acknowledge the support of the Municipality of Thames Centre in all printed material, social media posts and through other promotional means.
16. The Municipality of Thames Centre should be informed if the project is delayed or changed substantially for any reason. In the event that the project does not go forward, the application will return those funds granted for the proposed project.
17. A request to construct assets on Municipal land requires prior Council approval before funding via this grant will be considered.

## **Evaluation Criteria**

Applications will be evaluated based on the following criteria and weighting:

<b>Meets Strategic Plan Priorities</b>	Alignment w/Strategic Plan priorities.	5
<b>Meets Community Services &amp; Facilities Master Plan Recommendations</b>	Alignment w/CS&F Master Plan recommendations.	5
<b>Community Support</b>	Evidence of community support. Consider how the project facilitates community engagement and addresses community needs.	5
<b>Efficient Use of Resources &amp; Business Practices</b>	How applicant plans to utilize resources efficiently (budget, cost effectiveness, etc.) Business practices including financial stability & management capabilities.	5
<b>Beneficiaries</b>	Confirm direct benefit to Thames Centre residents, the more beneficiaries the better.	10
<b>Funding Structure</b>	Determine if grant is the primary source of funding for project. Verify the necessity of grant due to inadequate funding from other sources.	5
<b>Use of Funds</b>	Ensure applicant plans to use funds solely for purpose stated. Does timeline for grant utilization ensure completion this year.	5
<b>Completeness of Application</b>	All questions answered thoroughly and required details provided.	5
<b>TOTAL</b>		<b>45</b>

## Organizational Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Registration Number or Registered Charity Number if applicable: \_\_\_\_\_

1. Provide a brief outline of your organization and indicate if it is incorporated as a non-profit organization:
2. What is the general objective/services of your organization:
3. How many volunteers participate in your program:
4. In what geographic area does your organization provide their products and/or services:
5. Does your organization provide a service to:
  - a) All citizens
  - b) A specific group      If so, specify: \_\_\_\_\_
  - c) A specific area      If so, specify: \_\_\_\_\_

## Categories for Funding

(indicate dollar amounts for appropriate lines)

CATEGORY	AMOUNT
Capital/Equipment	\$
Operating Costs (staffing, utilities, materials, etc.)	\$
Insurance	\$
Other (Specify):	\$
Other (Specify):	\$
Other (Specify):	\$
Other (Specify):	\$
<b>TOTAL REQUEST AMOUNT</b> (not to exceed \$10,000)	\$

***Include (attach) quotes wherever possible.***

### Details of Grant Request

1. For what specific purpose are the requested funds to be utilized?
2. Does this application include any assistance other than financial? Explain. (ie. type and estimated hours of staff support, facilities to be used, dates, etc.)
3. Does the project meet any of the priorities set out in the [Thames Centre Strategic Plan](#)? Explain how:
4. Does the project meet any of the priorities set out in the [Community Services & Facilities Master Plan](#)? Explain how:

5. Briefly describe how your project benefits the community:
6. Explain how you will make efficient use of resources and follow sound business practices.
7. Have you received funding from the Municipality in prior years? If so, please provide the amount per year.
8. Has your organization requested financial assistance in the last 12 months from any other government organization or grant funding opportunity in the last 12 months? If so, please list amounts pending/received/approved.
9. What other steps are being taken to cover your costs?
10. Will this program ever be self-sufficient?

## **Financial Information**

1. Please attach a financial statement from your previous year for your organization. Financial statements are not required for requests under \$500. If your Organization is unable to provide financial statements, please contact the Director of Financial Services/Treasurer for more information.

2. Please provide (attach) a letter of support from your Board or another donor/community partner to validate your company's financial stability.
3. Please provide a project budget, including the following information.

a. Revenue Sources

ITEM	AMOUNT (\$)
Applicant Contribution	
Grants	
Donations	
Sponsorships	
Fundraising Efforts	
Other Sources	
<b>Total Revenue</b>	

b. Expenses

ITEM	AMOUNT (\$)
Advertising and Promotion	
Program Supplies	
Entertainment	
Administration	
Salaries and Wages	
Facilities Rental	
Prizes and Awards	
Other	
<b>Total Expenses</b>	