



Purpose and Background

The Town of Caledon's Municipal, Agricultural and Community Grant Program is intended to support organizations with goals and objectives that support the [Town's Council Work Plan](#).

Priority will be given to groups or organizations that are aligned with the following criteria:

- Community-based and fairly represent their own interest and those of the communities which they serve
- Maintain a historical and community link between our agricultural, rural and urban communities

The amount of funding awarded will be subject to availability within the Town's approved Annual Budget.

Funding Categories

Organizations must choose one category per application form, and may submit more than one application per year for separate event funding requests.

Category 1: Sustaining/Continuing Support

Organizations that fairly represent both their own interest and those of the community are eligible for funding to support activities that increase the capacity of the organization to serve the community. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities. There is no guarantee of future funding regardless of past funding received.

Category 2: Project-Based/One Time Support

This category of funding is potentially awarded to organizations for the purpose of a specific and measurable project or program. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities.

Category 3: Event Funding Support

Grants given to groups for the purposes of hosting a public event that is deemed to be of significant value to the community at large. Funding can go towards event costs such as marketing, catering, insurance, advertising, etc. Events requiring a membership fee to attend are not eligible. Fundraisers will be excluded unless there is proof of a charitable organization number.

Category 4: Public Venue Access

Grants given to groups to access Town-owned indoor/outdoor recreation facilities to further support group activities and/or public events. Activities should be relevant and enrich the lives of residents. Activities must be unique and not duplicate what the Parks and Recreation Division is currently offering. Groups are not required to have formal executive boards and do not have to be incorporated. Groups may apply for in-kind contributions and funds for activity support.

The Town of Caledon facilities and services available for **Category 4** are noted below:

<p>Indoor / Outdoor Facility Use</p> <ul style="list-style-type: none"> Rental fees for Town owned facilities (arenas, parks, rooms etc.) <p>Amenities</p> <ul style="list-style-type: none"> Barricades Beer Garden Event Set Up / Support <ul style="list-style-type: none"> Event Set Up: includes extra mowing, preparation of sports fields, washrooms, picnic areas and extra supplies. <p>*This is a requirement for all large outdoor events</p> Additional day set-up: includes restocking/cleaning of washrooms and garbage pick up Event support (3 hour minimum): includes restocking/clean washrooms and garbage pick up Picnic Tables Portable Washrooms (maximum 2 per event) 	<p>Building Permits</p> <ul style="list-style-type: none"> Temporary Structure Permits (i.e. stages, tents) <p>For more information visit Building Services or call 905-584-2272 x. 2233.</p> <p>Road Permits</p> <ul style="list-style-type: none"> Road Closure Sharing of Road <p>For more information visit www.caledon.ca/roads or call Service Caledon at 905-584-2272 x. 7750.</p> <p>Special Occasion Permit</p> <ul style="list-style-type: none"> Town’s internal process of reviewing application <p>All outdoor events require an internal review of the Special Occasion Permit application. This fee is waived for events held on Town property. For more information visit Legislative Services or call 905-584-2272 x. 2366.</p>
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The applicant must meet all the following requirements within 30 days of the event date or funding will be revoked:

- Facility and/or park rental contracts must be signed.
- The Town's insurance requirements must be met as per the [Corporate Procedure – Insurance Requirement for Facility Rentals](#)
- Confirmation of required building permits (for tents and other temporary structures) and/or road closure submissions.
- Any fees not covered by the grant must be paid in full.

Applicants not Eligible for Funding

The following applicants/or activities will **NOT** be eligible for funding through the Municipal, Agricultural and Community Grant Program:

- For profit organizations
- Foundations that raise funds for another organization and their associated groups or agencies (fundraisers for registered charities are permitted)
- Events of a religious nature (religious groups hosting an event or activity for the community that is non-denominational in nature are eligible)
- Groups or organizations affiliated with any political party or event
- Hospitals, hospital foundations and hospital auxiliary groups or agencies
- Educational Institutions, including universities, colleges, schools and associated auxiliary groups
- Organizations in poor financial standing with the Town of Caledon or in litigation with the Town
- Organizations applying for funding for events that are not open to the general public (eg. Registration or members only events. Age-specific events are permitted.)

**Only organizations in adherence with the requirements of the Ontario Government, including the Ontario Human Rights Code are eligible for funding through the Municipal, Agricultural and Community Grant Program.*

Grant Requirements

Organizations applying for a grant must attach the following to the online application form or otherwise submit by mail, email or in person. (see application form for contact details):

1. The organization's annual operating budget including how the granted funds would be allocated. *Applicants for Category 3: Event Funding Support and Category 4: Public Venue Access may provide a summary budget for the event if an operating budget is not available.*



Municipal, Agricultural and Community Grant Guidelines

2. For Category 1: Sustaining/Continuing Support and Category 2: Project Based/One Time Support applicants please submit previous years' financial statements (reviewed or audited).
3. Complete and submit an official Municipal, Agricultural and Community Grant Application form in accordance with guidelines and deadlines.
4. An organization applying for multiple grants must complete one application form for each funding request.

Requirements after Approval

- Successful applicants are required to recognize the Town of Caledon's Municipal, Agricultural and Community Grant contributions by:
 - Recognizing the Town of Caledon as a financial contributor to the organization's event or activity. Town of Caledon property flags are available for the organization if they wish to display at the event.
 - Acknowledging the Town's financial support by including the Town's logo on all promotional material. Promotional material must be reviewed and approved by the Town's [Communications Division](#). Ensure a draft version of the promotional material is submitted in a timely manner to allow a review for up to five business days.
- Recipients awarded a grant for a specific project or event are required to submit a final report upon completion. The report must evaluate the outcomes of the events, as well as identify how the project/event met its goals and objectives. Such reports may be used by the Town in awarding grants in subsequent years.
- Recipients awarded a grant for sustaining/continuing support are required to submit a year-end report which evaluates how the funding provided was utilized and how it contributed to the overall goals and objectives of the organization.
- Recipients awarded a grant for a specific project or event (Category 2 and 3) must identify and advise the Town of Caledon of any surplus funds. Surplus funds may be required to be returned to the Town and/or deducted from future grant considerations.