



Corporation of the Village of Cumberland

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Community Grant Program Guidelines

Special one-time projects and seed funding

The purpose of the Community Grant Program is to provide a limited amount of funding to assist community organizations to provide social, cultural, recreational and environmental services that benefit the residents of Cumberland.

A. Eligibility Guidelines

1. Applications will be accepted for a minimum of \$2000 in funding for community projects or services that further the Village's [strategic priorities and objectives](#), including:
 - Meaningful reconciliation with Indigenous Peoples
 - Socio-economic diversity and inclusion, including food security and accessibility
 - Thriving community arts, culture and recreation
 - Multi-modal transportation, including active travel
 - Effective response to climate change, including reduction in greenhouse gases

Applications will only be accepted for

- (a) a one-time special project or service,
- (b) seed operating funding to assist with initial operations and establishing revenue sources for a new project or service, and
- (c) a one-time special event or seed funding for a new special event provided that it is a community event held primarily for Cumberland residents.

2. The applicant must:

- Be a not-for-profit society or not-for-profit organization
- Provide services to Cumberland residents or provide other direct benefit to the Cumberland community.
- Demonstrate financial need
- Show how the service or project furthers the priorities and strategic objectives of the Village of Cumberland.
- For a seed operating funding, provide information on future revenue generation for ongoing operations.
- Have a completed partnering agreement, permit, or other permission from the Village for projects or services proposing to use a Village facility, property or resource, before submitting an application to the program.

3. Applications will not be accepted:

- From an organization which has not complied with conditions of a previous grant

- From an organization whose sole purpose is fundraising
- From an organization that re-allocates or donates funding directly to individuals, businesses or other organizations
- For a project or service that duplicates a municipal service without a partnering agreement with the Village of Cumberland
- From sports organizations for competition or travel expenses

B. Application Process

1. The program has one annual intake and organizations will have a higher chance of funding success if applications are submitted at the time of the intake.
2. Completed applications must be received on the prescribed form by the annual deadline date. Incomplete or applications received after the deadline date will not be considered.
3. Applications will be evaluated on the information provided in the application.
4. Applications meeting eligibility and mandatory criteria will be provided to Council for consideration. Grant awards will be determined by Council at a public Council meeting. There is no opportunity for applicants to address Council at this meeting.
5. Approved grant funding will be disbursed in July each year.

C. Grant Awards and Annual Program Budget

1. The program budget may be allocated entirely at the time of consideration of applications submitted as part of the annual intake.
2. Funding will be distributed based on alignment with Village strategic priorities. Requests that do not align with these priorities are unlikely to be funded.
3. Grant program funding will be allocated by Council within the available budget. No additional budgeted funds will be added to meet the demands of the applications.
4. Partial grants may be awarded at Council's discretion.
5. Grants must be spent in the year awarded and/or the following year.

D. Conditions of Funding

1. The organization must recognize the Village of Cumberland as a funder in all publications.
2. Funds must be used for the purpose for which they were requested. If circumstances change and the organization cannot meet its commitments or the project cannot be completed, the grant must be returned to the Village.
3. The organization must report to the Village of Cumberland how the grant was spent by January 31 in the following year using the form provided. The report must include a narrative summary, attendance figures, an evaluation of the impact on and benefits

received by the community, and a statement of actual revenue and expenses following the completion of the project or activities.