

## **Town of Stephenville Community Grant Program**

**NOTE: Please read all of the information provided before completing your application.**

### **Program Objective**

To provide funds to organizations requiring financial assistance to offer recreational programs, accessibility upgrades, wellness events and activities, team equipment, athlete travel, festivals and community events, or projects which would benefit residents of the Town of Stephenville.

The Town of Stephenville Grant Program will replace all previous recreation and wellness grant programs operated by the Town.

### **Budget**

Funding in the amount of up to \$150,000 will be allotted.

### **Application Process**

1.0. The application period closes Nov 15, 2023

Groups applying for grants must complete the application form included with this package.

Grant forms are also available to be picked up at the Town of Stephenville Office.

### **INSERT LINK HERE**

2.0. Completed application forms are to be submitted on or before the closing date for each application period to:

Town of Stephenville  
Grant Program  
125 Carolina Avenue  
P.O. 420  
Stephenville, NL  
A2N 2S6  
Email: [grants@stephenville.ca](mailto:grants@stephenville.ca)

### **Administration of Program**

3.0. The Town of Stephenville will review and evaluate grant applications. Recommendations regarding successful grant recipients will be forwarded to the Town Council for approval.

4.0. All applicants will be notified regarding approval status, and once approved, successful applicants will receive funding within three weeks of the approval date.

65.0. Town of Stephenville Grants Committee will ensure that a wide range of grant recipients, including recreation/parks, sports, arts and culture, are represented in the selection process.

6.0. Grant applicants must provide a Summary Proposal outlining the justification for the application and an itemized account, including quotes, of how grant monies will be spent within the overall budget.

Additionally, upon completion of the project, successful applicants must provide a Summary Report detailing how grant monies were spent and accompanying receipts.

The Summary Report must be submitted to the Town of Stephenville Grants Committee within 30 days of project completion.

Note: Failure to provide a Summary Report may result in the applicant or organization to which the applicant reports being declared ineligible for future grant funding.

7.0. Late submissions may be considered at the committee's discretion, depending on timing, priorities, and available funding.

### **Funding Criteria**

8.0. Funding will be considered for groups providing services in any of the following:

- New programs – Development of a new program/service that was not previously offered by the organization.
- Expansion of current programs - Expansion of a program that is currently being offered to improve upon or provide a service/opportunity to Stephenville residents.
- Leadership development - Activities that improve the skills, abilities, and confidence of leaders. I.e. Training a coach for an organization to be able to offer a program of low-no cost for residents.
- New or expanded special events – Development of a new event that provides the community with a service or opportunity or expansion of an existing event to extend community reach, increase opportunity or improve upon.
- Special projects – A project that may fall outside the scope of regular operations of an organization that benefits, provides access to, or increases opportunity for residents of the Town of Stephenville.
- Programs supporting under-served groups – Programs being offered to populations who face barriers because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, or age), and any other population determined to be underserved.
- Community, social, economic development initiatives.

9.0. Only non-profit groups within The Town of Stephenville qualify for funding.

10.0. Funds may not be used for honorariums, wages or other professional fees, personal equipment, or individual membership fees.

11.0. Programs/services are unique, not duplicating services already provided in the community unless demand can be demonstrated.

12.0. Groups applying for more than one project or program may be considered depending on the funding availability.

13.0. Projects receiving funding from other Town of Stephenville grant programs will not be eligible for additional funding from the Grants Program. Groups may apply for different projects for their organization but will not receive more than one source of funding for the same project.

14.0. Groups may not apply for additional funds for any program/service once the grant application has been approved, nor apply for grants in successive application periods; however, applicants may apply for a new grant the following calendar year.

15.0. Applications requiring approval and/or cooperation from landowners or several organizations or funders may be approved in principle with conditions, including:

- Written approval from landowners/municipalities.
- Written proof that other funding and partners are in place to sustain the whole project and budget.
- Other additional requirements as may be required.

Once the conditions are met then, funds will be disbursed. Formal agreements may be required depending on the nature of the application.

16.0. The applicant must use Grants for the sole purpose described in the grant application. Successful grant recipients must spend the funds for the approved purposes within twelve months of receiving the funds, or the funds shall be returned to The Town of Stephenville.

17.0. All other funding sources should be exhausted before applying to the Grant Program; applicants must demonstrate that they have applied to other applicable funding sources and that their applications were rejected, either in part or in whole.

18.0. Funding applications may not be approved in full; approved amounts are at the Town's discretion.

19.0. The Town of Stephenville reserves the right to modify, postpone, or cancel the Grant Program at any time and for any reason.

END

## Town of Stephenville Community Grant Application

### General Information

Full legal name of organization:

Street/P.O. Box

Town/City:

Postal Code:

Contact Name:

Title/Position:

Telephone: (Daytime)

Email:

Head of Organization: (If different from above)

Name:

Title/Position:

Telephone: (Daytime)

Email:

### Applicant Information

Are you a non-profit organization?

What is the main purpose/mandate of your organization?

<b>Funding Request</b>	
Project/Initiative Description:	
Anticipated start date:	Anticipated end date:

Describe how this project benefits our community?	
How many people will be impacted by this project?	
Please list all partners involved with this project and their respective roles. Cash and/or in-kind partners must be listed including other funding.	
Please list the other funding sources applied for this project: (Town of Stephenville may require proof of these submissions).	

[illegible]

Send completed Applications by:

Mail:

Community Grant Program

P.O Box 420

125 Carolina Avenue

Stephenville, NL

A2N 2Z5

Email: [grants@stephenville.ca](mailto:grants@stephenville.ca)