



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

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**Policy No:**  
**Resolution No: 28-97**

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**Title: Community Grant Program**  
**Approval date: April 17, 2025**

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

### **Program Objective**

The Town of Stephenville Community Grant Program aims to provide financial support for capital projects, built environment enhancements, and physical assets that improve the quality of life for residents.

Funding is available to assist non-profit organizations with initiatives that:

- Increase the capacity of community organizations,
- Enhance accessibility and usability of shared public spaces,
- Provide lasting benefits through durable infrastructure or equipment.

The Community Grant Program replaces all previous recreation and wellness grant programs previously operated by the Town.

### **Budget**

The Town of Stephenville has allotted \$150,000 to the Community Grant Program initiative.

### **Application Process**

- 1.0. The application process will follow quarterly intakes, concluding on March 31, June 30, September 30, and December 31, subject to the availability of remaining funds after each intake.
- 1.1 Groups applying for grants must complete the application form included with this package.
- 1.2 Grant forms are also available to be picked up at the Town of Stephenville Office.
- 2.0. Completed application forms are to be submitted on or before the closing date for each application period to:

Town of Stephenville – Community Grant Program  
P.O. Box 420

125 Carolina Avenue  
Stephenville, NL  
A2N 2Z5  
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.
- 5.0. 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.**
- 6.1 Upon completion of the project, successful applicants must submit the Community Grant Program Final Report detailing how grant monies were spent and accompanying receipts.
- 6.2 The Final Report must be submitted to the Town of Stephenville Grants Committee at [grants@stephenville.ca](mailto:grants@stephenville.ca) within 30 days of project completion.  
*Note: Failure to provide a Final Report will result in the applicant or organization to which the applicant reports being declared ineligible for future grant funding.*
- 7.0. Late submissions will not be considered. Any applications received after the closing date will be held until next intake.**

### **Funding Criteria**

- 8.0. Funding will be considered for capital projects, built environment improvements, and physical assets that enhance the quality of life for residents and increase the capacity of organizations or municipal infrastructure. Projects must demonstrate long-term benefit and usability for residents and/or the municipality.

Examples of eligible initiatives may include:

- Construction or upgrades of recreational facilities, parks, trails, or public gathering spaces.
- Installation or enhancement of permanent infrastructure (e.g., benches, lighting, signage, equipment storage).
- Purchase of durable equipment that supports ongoing community use (e.g., playground structures, sports equipment for shared use, accessible seating).
- Physical enhancements to event spaces that support future use by multiple community groups.

**Note:** Programming, events, or service expansions will **not** be eligible unless they are tied directly to the purchase or installation of physical assets or infrastructure improvements that remain in use beyond the scope of a single event or program.

- 9.0. Only registered non-profit groups within The Town of Stephenville qualify for funding. Proof of registration will be required at time of submission.
- 10.0. Organizations must submit their most recent financial statements with the application. These statements will be used to assess financial need, organizational sustainability, and capacity to complete the proposed project. Applications submitted without financial documentation will be deemed incomplete.
- 11.0. Funds may not be used for:
  - Honorariums or wages
  - Travel or accommodation
  - Personal equipment or individual membership fees
  - Programming or short-term services with no lasting physical outcome
- 12.0. Groups may not apply for additional funds 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.
- 13.0. 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.

- 13.1 Once the conditions are met then, funds will be disbursed. Formal agreements may be required depending on the nature of the application.
- 14.0. 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.
- 15.0. Applicants must demonstrate that they have applied to other applicable funding sources and that their applications were rejected, either in part or in whole.
- 16.0. Funding applications may not be approved in full; approved amounts are at the Town's discretion.
- 17.0. The Town of Stephenville reserves the right to modify, postpone, or cancel the Grant Program at any time and for any reason.

**Note:** If your organization or initiative does not meet the eligibility criteria for the Community Grant Program, you may still qualify for support under the **Town of Stephenville Sponsorship Program**, which provides funding for events, marketing partnerships, and community engagement initiatives. For more information or to apply, please visit the Town Office or contact: **[sponsorship@stephenville.ca](mailto:sponsorship@stephenville.ca)**.

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