



The Municipality of Port Hope Community Grant Application

Part A: Community Grant Applicant Information

Organization/Charity Name: Port Hope Santa Claus Parade Committee

Address (Including Postal Code):

56 Queen Street, Port Hope ON L1A 3Z9

Part B: Community Grant Applicant Contact Information

Name of Contact Person: Jeannie Maidens

Title of Contact Person: Event Coordinator

Phone Number: [REDACTED] Alt. Phone Number: _____

Email: [REDACTED]

Part C: Community Grant Applicant Eligibility

1. Are you a non-profit organization or a registered charity? Please select ONE:

Non-Profit Organization

Registered Charity

If you are a registered charity as per CRA please indicate your registered number:

Schedule "B"

2. Which of the following describes your non-profit organization or registered charity? (Select all that apply)

- Initiate or deliver programs and services to the citizens of Port Hope.
- Provide events of a Municipal, Provincial or National significance, which could be expected to bring economic, and/or public relations benefit to the Municipality.
- Provide programs and services to address any urgent and pressing events and natural disasters (i.e. fire, flood, earthquake).
- Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

Part D: Community Grant Application Information

Name of Event or Program:

Port Hope Santa Claus Parade

Current Year's Request: \$ 5000

Prior Year's Request: \$ 5000

Prior Years' Awarded Grant: \$ 5000

Date of the Organization's Event: November 25, 2023

Preferred Date to Receive Community Grant: November 1, 2023

Schedule "B"

1. Please briefly describe the organization's programs and services:

The Port Hope Santa Claus Parade Committee works along with Municipal staff throughout the year to coordinate, promote and raise funds for the annual Port Hope Santa Claus Parade. The combined efforts maintain the Santa Claus Parade tradition in our community, helping to support a vibrant holiday season.

2. Please provide a statement of the organization's goals/objectives:

The goal is to host an engaging, entertaining and safe Santa Claus Parade in Port Hope, annually.

Schedule "B"

3. If Council approves the organization's Community Grant request, what will the funding be used for?

The funding will go towards hiring bands to entertain the spectators and fellow participants, as well as cover other logistical costs (signage, insurance, advertising).

4. Please provide a description of how the organization intends to measure the success of the program or service:

Success will be measured by tallying the number of registered entries and hired bands. We especially notice when bands contact us, asking to participate in our parade! We also look to see local media coverage following the event and feedback from parade participants and spectators.

Schedule "B"

5. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents)

There are an average of 40 registered parade entries (floats/walking parties). This equals approximately 500+ people participating in the parade; 95% local (we often hear about visiting friends and family participating in the parade!). Spectators are estimated at approximately 2500. As the parade grows in popularity throughout the region, we attract some visiting spectators with an estimated 80% local spectator base.

6. What new initiatives will the organization be doing in the upcoming year?

This year we hope to see high parade participation by spectators, bands and parade participants.

We will also be working to rebuild the Santa Claus Parade committee by engaging in dialogue with community organizations who might be interested in taking a lead on the parade in subsequent years.

Schedule "B"

**7. Does the organization work jointly with any other community or organization?
If yes, please provide details:**

Yes, the Port Hope Santa Parade Committee works with many other community organizations each year. The parade is made up of colourful floats and walking parties - each participating entry is organized by a local organization or business; The Port Hope Police and the Adamson-Price Family, along with Peter Abrams, act as parade marshals; the Port Hope Rotary supply the Santa float and provide parade donation volunteers (who collect donations along the parade route); the Port Hope Fire Association hosts a toy drive during the parade; Fareshare hosts a food drive during the parade; the Post Office collects letters to Santa.

8. Does the Municipality provide your organization other financial support? (i.e. fee waiver, etc.) If yes, please indicate the amount:

The Municipality provides in-kind support to the Santa Parade through Event Coordinator (coordination of logistics, managing administrative tasks, finances) road closure setup and take down, police escort and some marketing support.

Schedule "B"

9. How is the organization decreasing reliance on Municipal funding?

Municipal funding is vital for the annual parade budget. Additional sponsorship dollars are collected each year to help cover costs of coordinating the parade and insurance requirements.

10. Please indicate how the Municipality's financial support will be acknowledged. If possible, please provide an example:

The parade is called the Port Hope Santa Claus Parade. The Municipal logo is presented on the Santa Parade website (www.porthopesantaclausparade.ca). The logo is included on a parade banner and carried down the parade route and included on advertising materials.

Schedule "B"

11. Any additional information you find necessary:



The Municipality of Port Hope Community Grant Application Attestation

Community Grant Applicant Information

Organization/Charity Name: Port Hope Santa Claus Parade

Mailing Address of Organization/Charity (Including Postal Code):

56 Queen Street, Port Hope ON L1A 3Z9

Current Year's Request \$ 5000

Community Grant Applicant Contact Information

Name of Contact Person: Jeannie Maidens

Title of Contact Person: Event Coordinator

Phone Number: [REDACTED] Alt. Phone Number: _____

Email: [REDACTED]

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Director of Finance.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- E) That the Organization will retain and make available for inspection by the Municipality or its auditors, all records and books of accounts of the Organization

Schedule "B"

upon request from the Municipality which may be made within 2 years of the grant award.

- F) That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.
- G) That the program or services not be represented as a Municipal program or service, and that the Organization does not have authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently cancel an event, the Organization must dispose of their assets in a responsible manner that meets the approval of the Municipality.

SIGNING AUTHORITY

We certify that to our knowledge, the information provided in this application for a Municipal Community Grant is accurate and completed and endorsed by the organization which we represent.

Name (please print):	Signature	Date (MM/DD/YYYY)
<u>Jeannie Maidens</u> Authorized Signing Officer #1	_____	<u>09/29/2022</u>
_____	_____	_____
Authorized Signing Officer #2		

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection Act (MFIPPA). Please note, that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of the corporate agendas and/or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca

**Municipality of Port Hope
Community Grant Application**

**Port Hope Santa Claus Parade
Event's Statement of Revenue & Funding**

Event's fiscal year-end: **31-Dec-22**

Please note: Additional lines can be inserted. Please enter values as a positive number.

	2021 Actual	2022 Year End Projection	2023 Budget	Notes
Expenses				
List all types of expenses (ie. office supplies, salaries & wages, materials, etc.)				
Directors Insurance	\$ 796		\$ 780	
Event Liability Insurance	\$ 810		\$ 825	
entrance signs	\$ 75	\$ 75	\$ 75	
domain renewal	\$ 28	\$ 30	\$ 35	
1/4pg news ad				
volunteer meals		\$ 100	\$ 100	
signage	\$ 120	\$ 50	\$ 50	
supplies		\$ 50	\$ 50	
portable toilet rental	\$ 158	\$ 160	\$ 160	
Oak Ridge Percussion		\$ 750	\$ 750	
Soul Shakers	\$ 500	\$ 600	\$ 600	
Storm the Palace			\$ 500	
Toronto Signals		\$ 2,000	\$ 2,000	
Whitby Brass			\$ 900	
Salvation Army Band		\$ 350	\$ 350	
Air Force City Band	\$ 650	\$ 650	\$ 650	
Optimists Alumni Drum Corp	\$ 1,500	\$ 1,500		
Youth Band		\$ 400	\$ 400	
Total Expenses:	\$ 4,637	\$ 6,715	\$ 8,225	
Revenues				
List all types of revenues (ie. ticket sales, admin fees, interest revenue, etc.)				
Sponsor 1			\$ 1,000	
Sponsor 2			\$ 500	
Sponsor 3			\$ 300	
Sponsor 4			\$ 150	
Parade collection	\$ -		\$ 1,000	
Total Revenue:	\$ -	\$ -	\$ 2,950	
Net Surplus/(Deficit):	\$ (4,637)	\$ (6,715)	\$ (5,275)	
Grants from Municipality:	\$ 4,000	\$ 5,000	\$ 5,000	Do not include in Revenues section above
Total Net Surplus/(Deficit):	\$ (637)	\$ (1,715)	\$ (275)	

Comments: The 2023 parade is planned to take place in the traditional format, along the traditional route downtown.

Note: This form is to identify the project/event specific amounts included in the organizations summary financial statements

**Municipality of Port Hope
Community Grant Application**

**Port Hope Santa Claus Parade
Event's Balance Sheet**

Event's fiscal year-end: 31-Dec-22

Please note: Additional lines can be inserted. Please enter values as a positive number.

Assets		Liabilities	
Current Assets:		Current Liabilities:	
<i>List all types (ie. cash, accounts receivable, etc.)</i>		<i>List all types (ie. accounts payable, accrued liabilities, etc.)</i>	
TD Canada Trust account as of August 2022	\$ 15,599		
		Long-term Liabilities:	
		<i>List all types (ie. long-term debt, etc.)</i>	
Total Current Assets:		Total Liabilities:	
	\$ 15,599		\$ -
		Equity	
Long-term Assets:		Equity:	
<i>List all types (ie. capital assets, etc.)</i>		<i>List all types (ie. common shares, owner's equity, etc.)</i>	
		TD Canada Trust account as of August 2022	\$ 15,599
Total Long-Term Assets:		Total Owner's Equity:	
	\$ -		\$ 15,599
Total Assets:		Total Liabilities and Owner's Equity:	
	\$ 15,599		\$ 15,599

Balance Check	\$ -
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Comments: Total includes 2022 Community grant from Municipality - not yet spent, as parade has not yet taken place for the year 2022. All 2022 expenses will be made in the lead up to the parade on November 26, 2022.

Note: This form is to identify the project/event specific amounts included in the organizations summary financial statements