Community Grant 2023

Application Guidelines and Applicant's Checklist

Application Guidelines

1) All applicants must read the Community Grant Policy before completing their organization's community grant application form and financial information.

2) Responses are required to be provided for all the 10 application questions. Staff are only required to provide Finance Committee application forms completed in full, meeting all application requirements, and legible for the Committee's consideration each year.

3) A completed application is provided on the Municipal website as an example of what meets the criteria of this policy for applicants to use as a reference.

4) Applications must be submitted to the Finance Assistant no later than **Friday October 7, 2022 by 4:30 p.m.,** as shown on the time stamp in the Municipal Office. Applications can be submitted by email or as a hard copy. Please email your documents to finance@porthope.ca or drop off your documents at Town Hall 56 Queen Street Port Hope Ontario L1A 3Z9. If you are submitting a hard copy, the income statement(s) and balance sheet(s) must be provided electronically as an excel document.

Applicant's Submission Checklist

☐ I have read the Community Grant Policy

☐ Community Grant Application as a PDF document with answers provided for all 10 questions

☐ Signed attestation as a PDF document or hard copy

☐ Organization's Income Statement as an Excel document

☐ Organization's Balance Sheet as an Excel document

☐ Event's Income Statement as an Excel document (if applicable)

☐ Event's Balance Sheet as an Excel document (if applicable)

☐ Organization's audited statements as a PDF document or hard copy (if applicable)