

2023 COMMUNITY GRANT PROGRAM

Application Guidance



Section 1: Community Grant Program Overview

About the program

The Community grant is the City of Guelph's main annual granting program for not-for-profits and charities benefiting Guelph residents. The grant is available as a PDF form application that is available to download.

In 2019, the Community Grant replaced the Wellbeing Grant connecting to the City of Guelph's Community Plan goals and creating the opportunity for multi-year funding.

The Community Grant is a unique granting opportunity in that it allows organizations to apply for what they need. This may be a stand-alone or one-time project, or it may be support for the operations of the organization applying.

The overall grant budget for 2023 is \$326,100 pending council budget approval. However, because it is a multi-year grant, \$84,000 has already been dedicated to multi-year grants for 2023. This means that there is \$242,100 in grant funds remaining for 2023.

2023 Community Grant Timelines

The following is a highlighted timeline to give a sense of how the program will proceed this year.

- 1) Community Grant launch: November 1, 2022
- 2) Community Grant applications closed: December 8, 2022
- 3) Review of applications: December 2022 - March, 2023
- 4) Announcement of Grant recipients: end of March, 2023

Section 2: How to Apply

This year, the application is returning to a PDF form similar to previous years. Note that there have been a few minor changes to the application this year. Please read the guide and each question carefully.

Note that if you are currently receiving a multi-year Community Grant, you are not able to apply again for 2023. An exception is made for organizations receiving a multi-year grant that wish to apply for the new City fee funding. To apply for the City fee funding, organizations receiving multi-year funding must only complete question 4.

Please ensure your application is complete before submitting.

2023 COMMUNITY GRANT

Application Guidance

Following these steps will ensure a smooth application process:

- 1) Visit [Guelph.ca/grants](https://guelph.ca/grants) to read through Community Grant materials and previous grant recipients
- 2) Read the [Community Grant Policy](#) that explains the:
 - a. Purpose behind the program;
 - b. Program goals
 - c. Eligibility criteria
 - d. Other funding restrictions and exclusions;
 - e. Assessment criteria; and
 - f. Terms and Conditions of the grant
- 3) Read the entire Application Guide
- 4) Download the appropriate application; operational or project. Be sure to download the PDF file to your computer before you begin work on the form to ensure information and progress is not lost.
- 5) Download the Cover letter and have it signed by a signing officer from your organization
- 6) Ensure you have an audited financial statement, or unaudited financial statements signed by two officers of your organization
- 7) Reach out to staff at communitygrant@guelph.ca if you have any questions or need any clarification prior to 4:00pm on December 7th 2022.
- 8) Email the following to communitygrant@guelph.ca by 4:00 p.m. on December 8th 2022.
 - a. Cover letter
 - b. Completed application
 - c. Financial statement(s)

Section 3: Pick Operational OR Project Grant Application

One of the first steps in your application is to decide whether to apply for the Operational or Project Community Grant. Each organization may only submit one application.

Operational grants are to support your organization's operations. This is often to support staffing and other core expenses to support you in doing the main work of your organization. This is often reflected in the main activities of your organization and the Operational Application includes more questions about the work and impact of your organization. Often smaller, stand-alone, organizations whose main activities support mainly Guelph residents apply for operational grants.

Project grants are to support a specific project. These are single projects that require additional support. They can be one-time projects, small capital projects, or stand-alone projects separate of your main activities. The Project Application includes questions about both your organization and the project which you are applying for. Often larger organizations, organizations with regional mandates, local chapters of larger organizations, or organizations with one-time projects in mind apply for project grants.

2023 COMMUNITY GRANT

Application Guidance

The Operational and Project grant applications are similar but with some important differences. Ensure you've downloaded the correct application before you begin.

See section 4 for Operational Grant guide, and Section 5 for the Project Grant guide.

Section 4: Operational Application

Part 1: Organization Information & Eligibility Requirements

Organization Information

This part is to provide basic information about your organization and contact information. In this section we've asked applicants to include an organizational website if you have one, as well as your number of incorporation and the year your organization was established.

What is the main sector your organization serves?

Select the sector that best represents the work that your organization does. Many organizations work across multiple sectors, so let us know which one your organization best fits in. If none of the options represent your organization, select other and tell us about it.

Mission Statement (200 characters)

For your mission statement, you can pull or adapt this from your organizational mission statement. The mission statement is often a brief description of the purpose of your organization or why it exists.

Eligibility Requirements

For eligibility requirements, you will need to be able to answer yes to the following questions.

Is your organization in good standing with the City of Guelph?

The City is only able to provide funding to organizations that are in "good standing" with the City. "In good standing" means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

Is your organization an incorporated not-for-profit or charity?

This question ask about whether your organization is a not-for-profit or charity. Your organization might be both. To be eligible, organizations must be at least an incorporated not-for-profit.

2023 COMMUNITY GRANT

Application Guidance

Is your organization non-political?

This question is asking about the purpose of the organization and whether its activities are partisan. A political organization was formed for political purpose or engages in partisan political activity (activities which support or oppose specific political parties, candidates, or elected officials). Political organizations are considered ineligible for funding.

Non-political organizations are non-partisan, and were not formed for a political purpose. They may engage in education, awareness raising, and do some advocacy on behalf of their clients and residents.

Does your organization's service boundaries include Guelph, or a portion of Guelph?

Does your organization have at least one service, program, or activity location in the City, OR - 50% or more of participants/individuals served reside in the City?

Both the above questions are to ensure that the majority of the work conducted by your organization is of benefit to Guelph residents and to meet the City's eligibility criteria. Eligible organization must be able to answer "yes" to both questions.

Does your organization have a volunteer board of directors?

This can include ex-officio members, but is getting at whether your voting board members are volunteer positions. Having a volunteer board of directors is an eligibility criteria.

Part 2: Grant Information

Question 1: How many years of funding would you like to be considered for?

Select 1, 2, or 3 years by selecting the correct checkbox.

The City is offering the Community Grant for up to three years of funding for operational grants. If selected for a three-year grant, then you would be able to receive three years of funding pending both annual Community Grant budget approval by council, and annual Community Grant reporting requirements. If selected for a two or three-year grant, there is no need to apply each year until the end of the term.

Note that if you request more than 1 year of funding, you will then be required to provide a financial summary (budget) for your organization for multiple years.

Question 2: Please enter your funding request by year (up to a maximum of \$15,000 per year)

Enter the funding amounts for the number of years you are requesting funding. If you selected a two or three-year grant, then you must enter amounts for all years selected.

You may not request more than \$15,000 annually.

2023 COMMUNITY GRANT

Application Guidance

Question 3: If the City is not able to fully fund our request, would partial funding be acceptable?

Select "yes" or "no".

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer "no" if receiving partial funds is not acceptable or could not be used by the organization. Answer "yes" if receiving partial funds would still be useful.

Question 4: This year, grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for (up to a maximum of \$3,000 per year). City fees may include items such as facility rentals, event related fees, and City promotions and advertisements. Do your activities involve City fees?

Select "yes" or "no".

The City of Guelph owns and operates spaces that include gymnasiums, performance theatres, arenas, auditoriums, outdoor sports facilities, meeting/activity rooms, swimming pools, and other facilities. Grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for. The maximum an organization is eligible to receive for the City fees is \$3,000 per year. The City fee portion of the grant will be considered in addition to your overall grant funding request. Receiving this funding does not guarantee the availability of the space. If funds are awarded and not used the applicant may be required to return the amount funded.

Eligible fees include costs related to facility rentals, event related fees, and City promotions and advertisements. Ineligible fees include property taxes and development charges.

Answer "no" if you will not pay fees to the City for any of the eligible items. Answer "yes" if you will pay fees to the City for the eligible items.

Question 4a: If yes, describe the activities that involve City fees. Please also indicate the type of fees incurred (Use 200 characters or less)

You only need to complete this if you answered "yes" to question 4. Describe the type of activity you are planning. Include details about the type of fees that will be paid (i.e. facility rental, advertising, parking, signage, emergency services, etc.) and the approximate cost for each item.

Question 4b: If applicable, provide an estimate for the total amount the organization will pay in City fees per year.

You only need to complete this if you answered "yes" to question 4. Enter the total amount you expect to spend on City fees per year.

2023 COMMUNITY GRANT

Application Guidance

Question 5: If your organization is interested in being considered for in-kind resources (IT equipment, office equipment, furniture, etc.), please describe what resources, and how many of each would be needed:

This year, the City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, please list the type of resources your organization is interested in and how many of each.

Part 3: Organization and Program Information

Question 6: Briefly describe the programs/services offered by your organization, including main activities that will be undertaken in the year for which you are requesting funding. (1500 Characters)

Because you are applying for an operational grant, the Community Grant would go to support the operations of your organization which in turn support the main activities of the organization. This question helps us understand what your organization does, as well as the kind of work that the grant would support.

Since this question is asking about the “year for which you are requesting funding” you may need to think about the coming fiscal year and planned programs/services/activities.

If you are applying for three years of funding and are anticipating new activities or changes to activities in the next three years, this is the opportunity to explain those potential changes.

Note that we’re asking about the “main activities” of the organization. While your organization may engage in various activities, try to focus on a few main activities that demonstrate the value and scope of the work you do.

Question 7: How many residents of Guelph will benefit from your organization annually?

Estimate the number of Guelph residents impacted by your organization in a given year, and specifically for the grant year(s) which you are applying.

The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field then you must provide some detail in the field titled “If others (please describe)”.

2023 COMMUNITY GRANT

Application Guidance

Please enter a brief description to tell us how you would describe the people you are thinking of.

Question 8: Select which City goal your organization best helps achieve.

The Community Grant program is aligning with the City's Community Plan and Strategic Plan. The goals listed in the drop down menu are from the City's Community Plan. Please select whichever goal you believe is most closely aligned with the work of your organization. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches your work visit the City of Guelph's [Community Plan webpage](#).

Select one goal from the drop-down menu.

Question 9: Tell us about the impact your organization makes in the lives of Guelph residents. (1500 characters)

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your work. While we have an understanding of the main activities of your organization, the number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact of your work.

Some questions to consider when answering this question: What are the issues/needs/opportunities in Guelph that you are addressing? How is your organization helping? What is different as a result of the work of your organization? How do you know it is working?

For this question, you'll want to be concise but include enough detail to explain the impact.

Question 10: Briefly describe the target(s) you hope to realistically achieve (600 characters)

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

Question 11: Describe how you plan to measure impact (600 characters)

This question is asking you about how you will measure impact. Will you have satisfaction surveys, focus groups, full program evaluation, etc.?

Question 12: Tell us about the people involved in the work of your organization?

How many full-time staff work for your organization?

How many part-time staff work for your organization?

2023 COMMUNITY GRANT

Application Guidance

How many volunteers support your organization?

How many volunteer hours do they contribute to your organization?

For this question, we are interested in the number of people involved in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff with your organization, then the number of volunteers involved in your organization, and the number of volunteer hours that they contribute.

Question 13: What do your volunteers do to support your organization? (600 characters)

This question helps us understand the depth of volunteer support and the kinds of work that volunteers carry out on behalf of your organization. What are some of the main roles your volunteers play to deliver your organization's activities? If your organization is unable to use volunteers in the work because the work is sensitive or risky for volunteers, this is your opportunity to share that information with us.

Question 14: Who and how do you partner or collaborate with in delivering your services/programs? (1200 characters)

This is your opportunity to tell us how you partner and collaborate with others in the community. Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to your organization.

Question 15: What organizations are doing similar work in Guelph? How is your work complimentary to this work and how is it different? (600 characters)

The Community Grant is intended to support organizations that are not duplicating efforts in the community, but instead working with others to have the greatest impact for Guelph residents. This question helps us understand your relationship and connection with groups doing similar work, as well as what makes your organization unique.

Part 4: Financial Notes

This is your opportunity to provide further information or details about the financial summary and statements. We encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

If any, describe your in-kind donations (600 characters)

If you are receiving significant in-kind donations that support your organization's operations and demonstrate partnerships and support from the community, please describe here. In-kind donations may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

2023 COMMUNITY GRANT

Application Guidance

If any, describe your plans for fundraising (600 characters)

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you have only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal?

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)

If you have a significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. In addition, highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

If any, explain significant variances between fiscal years (600 characters)

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

16. Organizational Financial Summary

The Financial Summary is to understand your organization's budget for your current fiscal year and coming fiscal year(s). The financial summaries help us understand the sustainability of your work and the need for Community Grant funds. Note that the City will not fund 100% of expenses for the organization.

Please summarize the financial information for your organization's current fiscal year, plus an estimate for the coming (request) fiscal year(s). If you are requesting three years of funding, you must include financial summaries for grant years 1 through 3. If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements submitted with your grant application.

Please note the total revenue, expenses will automatically calculate however, accumulated surplus/deficit must be calculated manually for each year. The accumulated surplus/deficit (beginning of year) amount for the current year budget should come from your organizations financial statements.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph grant funding. Please keep in mind that staff will notify all grant applicants in March 2023. For example, if your fiscal year ends in August 2023, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Grant Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the "Current Year" column.

Section 5: Project Application

Part 1: Organization Information & Eligibility Requirements

Organization Information

This part is to provide basic information about your organization and contact information. In this section we've asked applicants to include an organizational website if you have one, as well as your number of incorporation and the year your organization was established.

What is the main sector your organization serves?

Select the sector that best represents the work that your organization does. Many organizations work across multiple sectors, so let us know which one your organization best fits in. If none of the options represent your organization, select other and tell us about it.

Mission Statement (200 characters)

For your mission statement, you can pull or adapt this from your organizational mission statement. The mission statement is often a brief description of the purpose of your organization or why it exists.

Eligibility Requirements

For eligibility requirements, you will need to be able to answer yes to the following questions.

Is your organization in good standing with the City of Guelph?

The City is only able to provide funding to organizations that are in "good standing" with the City. "In good standing" means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

Is your organization an incorporated not-for-profit or charity?

This question asks about whether your organization is a not-for-profit or charity. Your organization might be both. To be eligible, organizations must be at least an incorporated not-for-profit.

Is your organization non-political?

This question is asking about the purpose of the organization and whether its activities are partisan. A political organization was formed for political purpose or engages in partisan political activity (activities which support or oppose specific political parties, candidates, or elected officials). Political organizations are considered ineligible for funding.

2023 COMMUNITY GRANT

Application Guidance

Non-political organizations are non-partisan, and were not formed for a political purpose. They may engage in education, awareness raising, and do some advocacy on behalf of their clients and residents.

Does your organization’s service boundaries include Guelph, or a portion of Guelph?

Does your organization have at least one service, program, or activity location in the City, OR - 50% or more of participants/individuals served reside in the City?

Both Questions above are to ensure that the majority of the work conducted by your organization is of benefit to Guelph residents and to meet the City’s eligibility criteria. Eligible organization must be able to answer “yes” to both questions.

Does your organization have a volunteer board of directors?

This can include ex-officio members, but is getting at whether your voting board members are volunteer positions. Having a volunteer board of directors is an eligibility criteria.

Part 2: Grant Information

Question 1: Please enter your funding request. (Maximum of \$15,000)

Enter the funding amount requested for your project.

You may not request more than \$15,000.

Question 2: If the City is not able to fully fund our request, would partial funding be acceptable?

Select “yes” or “no”.

Sometimes, the City is not able to offer the full amount requested to the successful applicant. In those cases, the City may look to award partial funds. Answer “no” if receiving partial funds is not acceptable or could not be used by the organization. Answer “yes” if receiving partial funds would still be useful.

Question 3: This year, grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for (up to a maximum of \$3,000 per year). City fees may include items such as facility rentals, event related fees, and City promotions and advertisements. Do your activities involve City fees?

Select “yes” or “no”.

The City of Guelph owns and operates spaces that include gymnasiums, performance theatres, arenas, auditoriums, outdoor sports facilities, meeting/activity rooms,

2023 COMMUNITY GRANT

Application Guidance

swimming pools, and other facilities. Grant applicants may be eligible for additional funding to cover all, or a portion of, City fees incurred as part of the activities you are applying for. The maximum an organization is eligible to receive for the City fees is \$3,000 per year. The City fee portion of the grant will be considered in addition to your overall grant funding request. Receiving this funding does not guarantee the availability of the space. If funds are awarded and not used the applicant may be required to return the amount funded.

Eligible fees include costs related to facility rentals, event related fees, and City promotions and advertisements. Ineligible fees include property taxes and development charges.

Answer “no” if you will not pay fees to the City for any of the eligible items. Answer “yes” if you will pay fees to the City for the eligible items.

Question 3a: If yes, describe the activities that involve City fees. Please also indicate the type of fees incurred (Use 200 characters or less)

You only need to complete this if you answered “yes” to question 4. Describe the type of activity you are planning. Include details about the type of fees that will be paid (i.e. facility rental, advertising, parking, signage, emergency services, etc.) and the approximate cost for each item.

Question 3b: If applicable, provide an estimate for the total amount the organization will pay in City fees per year.

You only need to complete this if you answered “yes” to question 4. Enter the total amount you expect to spend on City fees in 2023.

Question 4: If your organization is interested in being considered for in-kind resources (IT equipment, office equipment, furniture, etc.), please describe what resources, and how many of each would be needed:

This year, the City of Guelph is looking to leverage potential surplus resources such as computers, technology, office equipment, office supplies, other resources that may be of use to not-for-profits supporting Guelph residents. While there is no guarantee that such resources will be made available for donation, staff will explore opportunities to match needed contributions with resources available.

If you are interested, please list the type of resources your organization is interested in and how many of each.

Question 5: Briefly describe the programs/services offered by your organization. (600 characters)

Even though you are applying for a Project grant, this question helps us better understand what your organization does.

2023 COMMUNITY GRANT

Application Guidance



Question 6: Briefly describe the project which you are applying for funding. (1200 characters)

Tell us more about the project you plan to implement. This question helps us have a better understanding of what you will do with the grant funds. Feel free to refer to these questions to help guide your response:

- Who is the project for?
- What will it do?
- Why is this stand-alone project important to your organization and the community?
- What will the project look like for Guelph residents?
- How will they participate?

Question 7: How many residents of Guelph will benefit from your project?

Estimate the number of Guelph residents impacted by your project.

The question is separated into three parts. The first is about program participants and/or service users – these are people involved in programs and services. The second part is about audience members – these are people participating in events, festivals, and performances. The third part is about a different group of people “Others” that you may wish to identify.

Enter the number of people in each field. If you enter a number of people in the “others” field then you must provide some detail in the field titled “If others (please describe)”. Please enter a brief description to tell us how you would describe the people you are thinking of.

Question 8: Select which City goal your project best helps achieve.

The Community Grant program is aligning with the City’s Community Plan and Strategic Plan. The goals listed in the drop-down menu are from the City’s Community Plan. Please select whichever goal you believe is most closely aligned with the work of your organization. This question helps us connect your work to the goals of the City and the community and better understand the impact of your work.

To help you select the goal that best matches your work visit the City of Guelph’s [Community Plan webpage](#).

Select one goal from the drop-down menu.

Question 9: Tell us about the impact your project makes in the lives of Guelph residents. (1500 characters)

This question is your opportunity to tell us about how Guelph and the lives of residents are different or changed as a result of your project. While we have an understanding of the number of people impacted, and how you connected to community goals, this question allows us to understand the level of impact.

2023 COMMUNITY GRANT

Application Guidance

Some questions to consider when answering this question:

- What are the issues/needs/opportunities in Guelph that you are addressing?
- How is your project helping?
- What is different as a result of the project?
- How do you know it is working?

For this question, you'll want to be concise but include enough detail to explain the impact.

Question 10: Briefly describe the target(s) you hope to realistically achieve (600 characters)

This question is asking about specific targets. For example, you may expect that 80% of people that attend your event will develop meaningful social connections with Guelph residents. Note that if successful, we will ask you to report back on these targets in the Grant Report.

Question 11: Describe how you plan to measure impact (600 characters)

This question is asking about how you will measure impact. Will you have satisfaction surveys, focus groups, full program evaluation, etc.?

Question 12: Tell us about the people involved in your project?

How many full-time staff will support your project?

How many part-time staff will support your project?

How many volunteers support your project?

How many volunteer hours do they contribute to your project?

For this question, we are interested in the number of people involved in engaged in making your work happen. This helps us understand the level of resources you have to make your work happen, and the level of volunteer support.

Please enter the number of staff with your organization, then the number of volunteers involved in your project, and the number of volunteer hours that they contribute.

Question 13: What do your volunteers do to support your project? (600 characters)

This question helps us understand the depth of volunteer support and the kinds of work that volunteers carry out on behalf of your project. What are some of the main roles your volunteers play? If your organization is unable to use volunteers in the work because the work is sensitive or risky for volunteers, this is your opportunity to share that information with us.

2023 COMMUNITY GRANT

Application Guidance

Question 14: Who and how do you partner or collaborate with in delivering your project? (1200 characters)

This is your opportunity to tell us how you partner and collaborate with others in the community to deliver your project. Feel free to list groups you partner with and offer some brief details as to who is leading the partnership, how you work together, and why the partnership is valuable to the project.

Question 15: What organizations are doing similar work in Guelph? How is your project complimentary to this work and how is it different? (600 characters)

The community grant intends to support projects that are not duplicating efforts in the community, but instead working with others to have the greatest impact for Guelph residents. This question helps us understand your relationship and connection with groups doing similar work, as well as what makes your project unique.

Part 4: Financial Notes

This is your opportunity to provide further information or details about the financial summary and statements. We encourage you to add details if any of the questions apply to the finances you have provided. Some financial statements and budgets can indicate strengths or challenges for your organization. This is your opportunity to clarify your finances and how your organization is leveraging strengths and addressing challenges.

If any, describe your in-kind donations (600 characters)

If you are receiving significant in-kind donations that support your project and demonstrate partnerships and support from the community, please describe here. In-kind donations may include program, event, or office supplies, rent, use of equipment, professional services, etc. Also include the estimated value of your in-kind donations.

If any, describe your plans for fundraising (600 characters)

If you are engaging in significant fundraising efforts, or new fundraising efforts, please describe your plans to achieve your fundraising goals here. Especially indicate significant changes to fundraising compared to previous years. For example, if you've only fundraised \$2,000 in previous years and your fundraising for grant year 1 is projected at \$10,000, how do you plan to reach your goal?

If any, describe plans or commitments relating to accumulated surplus/deficit/reserves (600 characters)

If you have significant accumulated surpluses, deficits, or reserves, please describe them here including plans to address deficits or use surpluses. Also highlight any restrictions on surpluses/reserves, if applicable. Often some general information can be found in your financial statements, and we are looking for further details here.

2023 COMMUNITY GRANT

Application Guidance

If any, explain significant variances between fiscal years (600 characters)

Sometimes organizations experience significant changes in budget from year to year. Often this is a result of a change to the organization in terms of changes to funding, changes to staffing, changes to the mandate or scope of the organization. Describe the reason behind significant variances here.

Questions 16 and 17: Organizational Financial Summary

The Financial Summary is to understand your organization and project budgets for your current fiscal year and grant fiscal year. The financial summaries help us understand the sustainability of your work and the need for Community Grant funds. Note that the City will not fund 100% of expenses for the organization.

In the first table, please summarize the financial information for your organization's current fiscal year, plus an estimate for the coming (request) fiscal year. If your current fiscal year is not yet complete, please project finances to year-end. The figures must relate to (come from) your organization's most recent, complete, full-year's audited (or signed by two officers) financial statements submitted with your grant application.

In the second table, please summarize the financial information for your project in the current fiscal year, plus an estimate for the coming (request) fiscal year. If the project is not happening in the current year (for example with one-time projects), then the current year should still be filled out with "\$0" in each revenue and expense.

The total revenue and expenses will automatically calculate however, the accumulated surplus/deficit amounts will need to be calculated manually for each year. The accumulated surplus/deficit (beginning of year) amount for the current year budget should come from your organization's financial statements.

Note that it is possible to apply the community grant funding to your current fiscal year if needed and if it does not duplicate other City of Guelph grant funding. Please keep in mind that staff will notify all grant applicants in March 2023. For example, if your fiscal year ends in August 2023, and you are currently not receiving City grant funding, you may decide to apply the grant in your current year. In that case, Grant Year 1 is again the year you intend to spend the grant funding; however, you should enter your previous completed fiscal year in the "Current Year" column.