

2026 Community Grant Program Guide

Community Grant Program Guide

The City of Guelph's Community Grant Program is designed to support the work of local not-for-profits, charities, and grassroots groups that make a meaningful difference in the lives of Guelph residents. The purpose of this guide is to primarily support you in understanding as an applicant the program from end-to-end. In this guide you'll learn more about:

- Community Grant program overview
- Eligibility screening
- Selecting operation or a project grant application
- How to apply
- Operational grant application
- Project grant application
- Application review and assessment criteria
- Reporting
- Community Grant support model

We encourage you to read through the entire guide and reach out to our team if you have questions at communitygrant@guelph.ca.

Section 1: Community Grant Program Overview

The City of Guelph's [Community Grant Program](#) provides funding to not-for-profit and charitable organizations that improve the lives of Guelph residents. Grants are available for both ongoing operations and one-time projects, with funding of up to \$15,000 per year.

The Community Grant Program is part of the City's broader [Community Investment Strategy](#) and aligned with the City's [Strategic Plan](#) and [Community Plan](#). Each strategy mentioned ensures the Community Grant program supports organizations and/or projects which aim to build a resilient, inclusive, and connected Guelph. Applications are reviewed by the City's Community Grant Allocation Working Group. The group is composed of Guelph residents who hold knowledge in local community needs and aspirations and/or granting. The group assesses applications based on the following criteria:

- Community Impact
- Alignment with City Goals
- Organizational Capacity
- Financial Need
- Support for equity-deserving communities

Based on their assessment, the working group recommends which applications should be awarded funding. Final Decision of the applications is approved by the Deputy CAO of Public Services.

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Regardless of success, all applicants will be notified following final decision via email. There is not an appeals process for unsuccessful applications; however, feedback is available upon request to communitygrant@guelph.ca.

Successful applicants are required to submit a report by December 15 of the grant year.

For further information on the program, please review the [Community Grant Policy](#).

2026 Community Grant Process and Timelines

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

1. Community Grant launch: October 15, 2025
2. Community Grant information sessions:
 - a) Virtual: Wednesday October 22 from 5 PM to 6 PM EST (Microsoft Teams)
 - b) In-Person: Tuesday November 4 from 12 PM to 1 PM EST (City Hall)
3. Community Grant applications closed: November 14, 2025
4. Review of applications: November 2025 – March 2026
5. Announcement of recipients: April 2026

For further details on registering for our information sessions, please visit the [Community Grant](#) webpage.

Section 2: Eligibility Screening

Before starting your application, it's important to confirm that your organization meets the eligibility criteria for the Community Grant Program.

The eligibility criteria are the same for all applications. This screening will appear at the start of your application. To be eligible, your organization must be able to answer "Yes" to all the following questions. If you have any questions regarding your eligibility, please reach out to communitygrant@guelph.ca to discuss.

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

- This means your organization:
 - Is not involved in litigation with the City
 - Is current on any accounts receivable
 - Has paid all owing City taxes

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

- You must be legally incorporated as a not-for-profit or charity.
- Grassroots groups may apply through a partner organization that meets this requirement.

3. Is your organization non-political?

- Your organization must not engage in partisan political activity or be formed for political purposes.
- Advocacy and education are allowed, as long as they are non-partisan.

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4. Does your organization serve Guelph residents?

- Your organization must:
 - Operate at least one program, service, or activity within the City of Guelph, OR
 - Serve a population where 50% or more of participants reside in Guelph

5. Does your organization have a volunteer board of directors?

- Voting board members must serve in a volunteer capacity.
- Ex-officio members are permitted, but the board must be primarily volunteer-led.

Section 3: Selecting Operational or Project Grant Application

Before starting your application, you'll need to decide whether to apply for an Operational Grant or a Project Grant.

Each organization may submit only one application per year regardless of type, unless your organization also applying on behalf of a grassroots group.

Note that if you are currently receiving a multi-year Community Grant, you cannot apply again for 2025 except for a City-fee funding application, detailed below.

To help with selecting and preparing your application accordingly, we recommend reviewing:

- The [Community Plan](#) Focus Themes
- The [Community Grant Policy](#)
- The City of Guelph [Strategic Plan](#)

These resources will help you align your application with the City's strategic goals and priorities.

Operational Grants

Supports your organization's core operations—such as staffing, administration, and ongoing programs. Ideal for smaller, stand-alone organizations serving Guelph residents year-round.

Consider an Operational Grant if:

- Your main activities are ongoing and based in Guelph
- You need support for core expenses like staffing or rent

Multi-Year Funding Option: You may request up to \$15,000 annually for up to three years. If applying for multi-year funding, be prepared to:

1. Submit a multi-year budget
2. Explain how funding supports your organization over time
3. Identify outcomes and outputs aligned with the funding period

Project Grants

Supports a specific, time-bound initiative—such as a one-time event, pilot program, or small capital project.

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Project Grants are not eligible for multi-year funding.

Consider a Project Grant if:

- You're part of a larger organization or regional chapter
- You're launching a new or one-time initiative
- You need funding for a project separate from your core work

To prepare your application:

1. Define the scope of your project (Who, What, Where, When, Why)
2. Prepare a one-year project budget
3. Note: Some organizational financial info is still required
4. Assess your capacity—staff and volunteers available to deliver the project

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

See section 5 for the Operational Grant guide and Section 6 for the Project Grant guide.

City Fee Funding

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 – project and operational - 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 or project 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.

To prepare your application:

1. Confirm if you have city fees incurred, and to what amount, as part of your operations/project.
2. Determine the amount you'd like to apply for.

Section 4: How to Apply

Following these steps will ensure a smooth application process:

Review Key Program Materials

- ☐ Review the entire 2026 Community Grant Guide.
- ☐ Review the community grant policy [here](#). The policy explains:
 - a) Purpose behind the program
 - b) Program goals
 - c) Eligibility criteria

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- d) Other funding restrictions and exclusions
- e) Assessment criteria
- f) Terms and conditions of the grant

- Visit guelph.ca/grants to read through previous grant recipient

Complete Your Application

Set Up Your Application (and Attached Materials)

- Set up your free DecisionHub account. Creating an account will allow you to save your work and access your saved work at a later time. All applicants must create an account before proceeding with this application to avoid losing any work. For technical support contact support@decisionhub.org
- Select Operational, Project, or City Fee grant application [here](#).
- Download the correct budget template available [here](#). Be sure to download the Excel file to your computer before you begin work on the budget to ensure information and progress is not lost.
- Download the cover letter [here](#) and have it signed by a signing officer from your organization.
- Ensure you have an audited financial statement, or unaudited financial statements signed by two officers of your organization.

Complete & Submit Your Application

- Reach out to staff at communitygrant@guelph.ca if you have any questions or need any clarification prior to 4:00pm on Friday November 14, 2025.
- Submit a complete application before 4:00 p.m. on Friday November 14, 2025. Ensure that the following documents are uploaded with your final application:
 - a) Cover letter
 - b) Completed budget document
 - c) Financial statement(s)

Section 5: Operational Grant Application

Part 1: Eligibility

At the beginning of your application, you'll be required to complete your eligibility screening that was detailed above. You know that you have successfully met our eligibility criteria if you can answer 'yes' to all the questions. If you have questions about the screening, please reach out to communitygrant@guelph.ca to discuss.

At the end of your screening, you'll be asked to confirm that the details are accurate for submission.

Part 2: Organization Information

This application section is to provide basic information about your organization and contact information. You'll need to provide the following information:

- Organization Information: Name, Address, Website, and Phone Number
- Primary Applicant Contact Information: Name, Title, and Email Address

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- Please note this is the email that we will contact you at regarding the status of your application and/or any follow-up questions.
- Partnership Information: If your organization is applying on behalf of an unincorporated or grassroots group, please provide their name in this section.

Additionally, we'll ask you two other key pieces of information:

- Main Sector Served: You'll be asked to select the sector that best represents your organization's work (e.g., arts, environment, social services). If your work spans multiple areas, choose the one that reflects your primary focus—the area where most of your time, resources, or impact is concentrated. If none of the listed sectors fit, you can select "Other" and briefly describe your focus. This helps the City better understand the diversity of organizations applying and ensures your work is accurately represented.
- Mission Statement: The mission statement offers a brief description of why your organization exists. You can pull or adapt this from your organizational mission statement.

Part 3: Organizational Program(s) & Impact Information

This section of the application is where you'll describe the work your organization does and the difference it makes in the lives of Guelph residents. It helps the City understand your core activities, who benefits from them, and how you measure success.

In this section, you'll need to provide the following:

- Main Programs and Services: Describe the primary activities your organization delivers. Focus on the work that the Community Grant would help support. If you're applying for multi-year funding, you can also mention any anticipated changes or growth over time.
- Number of Guelph Residents Impacted: Estimate how many people in Guelph benefit from your programs or services each year. This helps the City understand the reach of your work.
- Community Impact: Share how your work improves the lives of Guelph residents. This could include addressing a specific need, creating opportunities, or improving wellbeing. You don't need to be formal—just explain the difference your organization makes.
- Select A City of Guelph Community Plan Goal: You'll be asked to select one goal from the City's Community Plan that best aligns with your work. This helps reviewers understand how your efforts contribute to broader community priorities. You can learn more about the goals at guelph.ca/communityplan.
- Outputs and Outcomes: In the last two questions you'll need to provide an output and an outcome you plan to track annually to ensure your funding is successfully utilized.
 - Outputs are the direct quantifiable results of your work (e.g., number of workshops delivered, meals served, or participants engaged). (30 words or less)

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- Outcomes are the longer-term changes or benefits that result from your work (e.g., increased confidence, improved access to services, stronger community connections). (50 words or less)

If you have questions about articulating an output or outcome, please reach out to communitygrant@guelph.ca to discuss. An overview of how to write output and outcome statements will be provided in the community grant information sessions.

Part 4: Equity, Diversity & Inclusion Information

This section helps the City understand how your organization reflects, engages, and supports equity-deserving communities in Guelph.

Equity-deserving groups are communities that experience systemic barriers and social or financial disadvantages. This may include—but is not limited to—people who face racism, homophobia, transphobia, ableism, or other forms of oppression. It aligns with the City's Equity & Anti-Racism Action Plan to address the elimination of systemic and structural barriers within Guelph. You can review the Action Plan by clicking [here](#). The City prioritizes applications that reflect and engage equity-deserving communities. Your responses help demonstrate how your organization is contributing to a more inclusive and equitable Guelph.

In this section, you'll need to provide the following key information:

- **Organizational Representation:** You'll be asked to indicate whether your leadership team includes members of equity-deserving groups, whether your programs or services directly support these communities, or whether you currently collect demographic data. If none of the statements apply to your organization, you can select 'none of the statements apply.'
- **Organizational Practices:** You'll be asked to describe how your organization includes and engages equity-deserving communities in its internal operations—such as hiring, governance, or volunteer involvement.
- **Program or Service Design:** You'll also describe how your programs or services are designed to be inclusive and responsive to the needs of equity-deserving communities.

Part 5: Organizational Capacity Information

This section helps the City understand the scale of your operations, partnerships, and the resources you have in place to carry out your work.

In this section, you'll need to provide the following:

- **Staffing:** You'll be asked to share how many full-time and part-time staff your organization currently employs.
- **Volunteer Support:** You'll be asked to report how volunteers support your organization, how many are involved, and the total number of volunteer hours they contribute annually. This could include roles like event support, program delivery, administration, or governance.
- **Partnerships and Collaboration:** You'll describe who you partner or collaborate with to deliver your programs or services, and how those relationships strengthen your work.

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Part 6: Grant Information

This section is where you'll outline the details of your funding request. It helps the City understand how much support you're seeking, over how many years (up to three), and whether you're requesting any additional resources.

In this section, you'll need to provide the following key information:

- **Funding Duration:** You'll be asked how many years of funding you are requesting—1, 2, or 3 years. Multi-year funding is available for operational grants and can help provide stability over time.
 - **Note:** If you request more than one year of funding, you'll need to submit a multi-year budget.
- **Funding Amount:** You'll enter the amount you are requesting for each year (up to a maximum of \$15,000 per year). If you are not requesting funding for a particular year, enter "0" for that year.
- **City Fee Support:** City Fee Funding is an optional add-on to your grant request that helps cover eligible City-related costs (e.g., facility rentals, event permits). You can request up to \$3,000 per year in addition to your main grant. You'll be asked whether your activities involve City-related fees (e.g., facility rentals, event permits, City advertising). If yes, you can request up to an additional \$3,000 per year to help cover those costs.
 - You'll need to describe the activity and estimate the amount of City fees for each year.
- **In-Kind Resource Requests:** You'll have the option to request in-kind resources such as IT equipment, office furniture, or other surplus items the City may be able to provide.
 - While not guaranteed, staff will explore opportunities to match available resources with your needs.
- **Community Suite Ticket Draw:** You'll be asked if your organization would like to be entered into a draw to receive complimentary tickets to the City's community suite at a Guelph Storm game.

Part 7: Organizational Financial Notes and Agreements

This section helps the City understand your organization's financial position and how the Community Grant fits into your overall budget. It also gives you the opportunity to explain any financial trends, challenges, or plans that may not be obvious from your budget alone. The City will not fund 100% of your organization's expenses.

In this section, you'll need to provide the following key information:

- **In-Kind Donations:** If your organization receives non-cash support (e.g., donated space, supplies, or professional services), please describe the type and estimated value of those contributions. This helps demonstrate community support and resourcefulness.

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- **Fundraising Plans:** If you are planning to raise funds during the grant year(s), briefly describe your fundraising strategy and goals. If your fundraising targets are significantly different from previous years, explain how you plan to achieve them.
- **Surplus, Deficit, or Reserves:** If your organization has a financial surplus, deficit, or reserve funds, describe how those funds are being used or managed. Include any restrictions on reserves, if applicable.
- **Year-to-Year Variances:** If your budget shows significant changes between years (e.g., a large increase or decrease in revenue or expenses), explain the reason behind those changes.

To complete this section, you'll need to upload the following documents to your online application:

- **Budget Template:** Download and complete the Operational Grant Budget Template from guelph.ca/grants. Please ensure you have downloaded the correct template before proceeding further. This Excel file summarizes your current fiscal year budget and projected budgets for each year you're requesting funding.
 - If requesting multi-year funding, include financial summaries for all requested years.
 - If your current fiscal is not yet complete, project to year-end. 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. For example, if your fiscal year ends in August 2025, 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 Fiscal Year" column.
- **Financial Statements:** Upload your most recent, complete, full-year financial statements. These must be either audited or signed by two officers of your organization. Submit as a single PDF document.
- **Community Grant Cover Letter:** Download the cover letter template from guelph.ca/grants, have it signed by a signing officer, and upload it as a single PDF.

Part 8: Community Grant Cover Letter

The Community Grant Cover Letter acts as your grant agreement between your organization and the City. We ask that all applicants download the cover letter and have it signed by a signing officer. Please then upload it in your online application as a single PDF.

Section 6: Project Grant Application

Part 1: Eligibility

At the beginning of your application, you'll be required to complete your eligibility screening that was detailed above. You know that you have successfully met our eligibility criteria if you can answer 'yes' to all the questions. If you have questions about the screening, please reach out to communitygrant@guelph.ca to discuss.

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At the end of your screening, you'll be asked to confirm that the details are accurate for submission.

Part 2: Organization Information

This application section is to provide basic information about your organization and contact information. Although a project application, providing some degree of context on your organization helps the City better understand your area of focus and how your project relates to that. You'll need to provide the following information:

- Organization Information: Name, Address, Website, and Phone Number
- Primary Applicant Contact Information: Name, Title, and Email Address
 - Please note this is the email that we will contact you at regarding the status of your application and/or any follow-up questions.
- Partnership Information: If your organization is applying on behalf of an unincorporated or grassroots group, please provide their name in this section.

Additionally, we'll ask you two other key pieces of information:

- Main Sector Served: You'll be asked to select the sector that best represents your organization's work (e.g., arts, environment, social services). If your project spans multiple areas, choose the one that reflects your primary focus—the area where most of your time, resources, or impact is concentrated. If none of the listed sectors fit, you can select "Other" and briefly describe your focus. This helps the City better understand the diversity of organizations applying and ensures your work is accurately represented.
- Mission Statement: The mission statement offers a brief description of why your organization exists. You can pull or adapt this from your organizational mission statement.

Part 3: Organizational & Project Impact Information

This section of the application is where you'll provide a brief overview of your organization's work as well as your project's scope and intended impact. It helps the City understand how your project plan relates to your overall organization efforts and the impact you seek to have on Guelph residents.

In this section, you'll need to provide the following:

- Main Programs and Services: Describe at a high-level the primary activities your organization delivers.
- Project Description: Briefly describe the project overall and how you'll utilize the funds. Think about answering the 5 W's – Who is the project for? What is it about? Where and when will it take place? And why is it important?
- Number of Guelph Residents Impacted: Estimate how many people in Guelph benefit from your project annually. This helps the City understand the reach of your work.
- Community Impact: Share how your project improves the lives of Guelph residents. This could include addressing a specific need, creating opportunities, or improving

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wellbeing. You don't need to be formal—just explain the difference your project makes.

- Select A City of Guelph Community Plan Goal: You'll be asked to select one goal from the City's Community Plan that best aligns with your project. This helps reviewers understand how your efforts contribute to broader community priorities. You can learn more about the goals at guelph.ca/communityplan.
- Outputs and Outcomes: In the last two questions you'll need to provide an output and an outcome you plan to track annually to ensure your funding is successfully utilized.
 - Outputs are the direct quantifiable results of your project (e.g., number of workshops delivered, meals served, or participants engaged). (30 words or less)
 - Outcomes are the longer-term changes or benefits that result from your project (e.g., increased confidence, improved access to services, stronger community connections). (50 words or less)

If you have questions about articulating an output or outcome, please reach out to communitygrant@guelph.ca to discuss. An overview of how to write output and outcome statements will be provided in the community grant information sessions.

Part 4: Equity, Diversity & Inclusion Information

This section helps the City understand how your organization reflects, engages, and supports equity-deserving communities in Guelph.

Equity-deserving groups are communities that experience systemic barriers and social or financial disadvantages. This may include—but is not limited to—people who face racism, homophobia, transphobia, ableism, or other forms of oppression. It aligns with the City's Equity & Anti-Racism Action Plan to address the elimination of systemic and structural barriers within Guelph. You can review the Action Plan by clicking [here](#). The City prioritizes applications that reflect and engage equity-deserving communities. Your responses help demonstrate how your organization is contributing to a more inclusive and equitable Guelph.

In this section, you'll need to provide the following key information:

- Organizational Representation: You'll be asked to indicate whether your leadership team includes members of equity-deserving groups, whether your project directly support these communities, or whether you currently collect demographic data. If none of the statements apply to your organization, you can select 'none of the statements apply.'
- Organizational Practices: You'll be asked to describe how your organization includes and engages equity-deserving communities in its internal operations—such as hiring, governance, or volunteer involvement.
- Project Design: You'll also describe how your project is designed to be inclusive and responsive to the needs of equity-deserving communities.

Part 5: Organizational Capacity Information

This section helps the City understand the scale of your operations, partnerships, and the resources you have in place to carry out your project.

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In this section, you'll need to provide the following:

- **Staffing:** You'll be asked to share how many full-time and part-time staff are working on your project.
- **Volunteer Support:** You'll be asked to report how volunteers support your project, how many are involved, and the total number of volunteer hours they contribute annually. This could include roles like project delivery, event support, etc.
- **Partnerships and Collaboration:** You'll describe who you partner or collaborate with to deliver your project, and how those relationships strengthen your scope.

Part 6: Grant Information

This section is where you'll outline the details of your funding request. It helps the City understand how much support you're seeking and whether you're requesting any additional resources. As a reminder for a project grant you can apply for one year of funding – up to \$15,000.

In this section, you'll need to provide the following key information:

- **Funding Amount:** You'll enter the total amount you are requesting (up to \$15,000).
- **City Fee Support:** City Fee Funding is an optional add-on to your grant request that helps cover eligible City-related costs (e.g., facility rentals, event permits). You can request up to \$3,000 per year in addition to your main grant. You'll be asked whether your project activities involve City-related fees (e.g., facility rentals, event permits, City advertising). If yes, you can request up to an additional \$3,000 per year to help cover those costs.
 - You'll need to describe the activity and estimate the amount of City fees.
- **In-Kind Resource Requests:** You'll have the option to request in-kind resources such as IT equipment, office furniture, or other surplus items the City may be able to provide. While not guaranteed, staff will explore opportunities to match available resources with your needs.
- **Community Suite Ticket Draw:** You'll be asked if your organization would like to be entered into a draw to receive complimentary tickets to the City's community suite at a Guelph Storm game.

Part 7: Budget & Organizational Financial Statements

This financial section covers financial information related specifically to your project and organization. Overall the goal of providing the following is to help the City understand your project's financial sustainability in conjunction with your organization's financial standing. Note that the City will not fund 100% of the expenses of your project.

In this section, you'll need to provide the following key information:

- **Budget Template:** Download and complete the Project Grant Budget Template from guelph.ca/grants. Please ensure you have downloaded the correct template before proceeding further. This Excel file summarizes your project budget for the grant year you are applying for funding:

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- If your current fiscal is not yet complete, project to year-end. 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. For example, if your fiscal year ends in August 2025, 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 Fiscal Year” column.
- Financial Statements: Upload your most recent, complete, full-year financial statements. These must be either audited or signed by two officers of your organization. Submit as a single PDF document.

Part 8: Organizational & Project Financial Notes

With your financial statements and budget in mind, this section seeks to provide a chance for you to clarify any key details that help the City better understand your overall financial health. In doing so, the City better understands the sustainability of your organization and its capacity to sustain the project. This is your opportunity to clarify your finances – project and organizational - and how your addressing strengths and addressing challenges.

Regarding your organizational financial statements and budget for the fiscal year the project takes place in, please describe if applicable:

- Surplus, Deficit, or Reserves: If your organization has a financial surplus, deficit, or reserve funds, describe how those funds are being used or managed. Include any restrictions on reserves, if applicable.
- Year-to-Year Variances: If your budget and financial statements show significant changes between years (e.g., a large increase or decrease in revenue or expenses), explain the reason behind those changes.

Specific to the project, please describe, if applicable:

- In-Kind Donations: If your project receives non-cash support (e.g., donated space, supplies, or professional services), please describe the type and estimated value of those contributions. This helps demonstrate community support and resourcefulness.
- Fundraising Plans: If you are planning to raise funds for the project during the grant year you are applying for funding, briefly describe your fundraising strategy and goals.

Part 9: Community Grant Cover Letter

The Community Grant Cover Letter acts as your grant agreement between your organization and the City. We ask that all applicants download the cover letter and have it signed by a signing officer. Please then upload it in your online application as a single PDF.

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Section 7: Application Review and Assessment Criteria

Once your application is submitted and confirmed eligible, it is reviewed by the Grant Allocation Working Group, a team of community members and City staff. Their role is to ensure that funding decisions are fair, transparent, and aligned with the City's goals.

Applications are assessed using six key criteria. Further details on the criteria can be found on pg. 5 in our [Community Grant Policy](#):

1. **Community Impact:** Does your work make a meaningful difference in the lives of Guelph residents? Reviewers look for clear outcomes and alignment with one or more of the City's [Community Plan](#) goals (e.g., equity, wellbeing, environment, arts, housing).
2. **Community Support:** Strong applications show evidence of support from others—such as volunteers, partnerships, or additional funding sources. Collaboration and resource-sharing are valued.
3. **Organizational Capacity:** Reviewers consider your ability to deliver the proposed work. This includes your track record, staffing, financial sustainability, and experience managing similar initiatives.
4. **Financial Need:** The City prioritizes organizations that demonstrate a genuine need for funding. If your organization has significant reserves or surpluses, you'll need to explain how those funds are used or restricted.
5. **Support for Equity-Deserving Communities:** The City is committed to reducing barriers and advancing equity. Applications that reflect, engage, or serve equity-deserving groups are prioritized.
6. **Funding Availability:** The total amount of funding requested is considered alongside the overall budget available for the program.

Section 8: Reporting

All successful applicants must submit a final report by December 15 of the grant year per [Community Grant Policy](#). Your grant report helps the City understand how funds were used and the impact of your work on Guelph residents.

Although questions may change in the report annually, you can prepare to provide the following information:

- Basic organizational details and contact information
- Summary of activities supported by the grant
- Assessment of success and key outcomes
- Outputs (e.g., number of residents served, volunteer contributions)
- A brief story that illustrates the impact of your work (suitable for public sharing)
- Recognition of the City's support (e.g., logo use, verbal acknowledgments)
- Feedback on your experience with the grant program

Financial Summary

In the report, you'll be asked to compare your planned budget (from your original application) with your actual revenues and expenses. This includes:

- Sources of revenue (e.g., other grants, donations, program income)

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- Expense categories (e.g., staffing, administration, program costs)
- Any surplus or deficit

If your fiscal year is not complete, you may project to year-end.

Alternate Reporting Formats

By request, recipients can complete an oral report of their grant report to Community Investment. If your organization is interested in this option, please email communitygrant@guelph.ca to arrange.

Failure to submit a complete report by the deadline (December 15) will result in ineligibility for future funding until the report is received and approved.

Section 9: Community Grant Support Model

At the City, we see our Community Grant Program as more than just funding—it's a partnership with local non-profits and organizations advancing our vision for resilient, inclusive, and engaged Guelph. Whether your application is successful or not, our Community Investment Team is here to support you.

For Successful Applicants

If your organization receives a grant, here's what you can expect:

- Collaborative Support: We take a partnership-based approach and welcome ongoing communication throughout your grant cycle. Particularly, if you encounter challenges during your grant cycle—whether financial, operational, and/or program/project-related—please reach out to us at communitygrant@guelph.ca. We'll work with you to explore potential solutions and identify appropriate next steps.
- Clear Expectations: Please review the [Community Grant Policy](#) to ensure you're familiar with the terms and conditions of your grant. These include how funds must be used, reporting requirements, and how to notify the City of any changes to your approved activities.
- Recognition and Storytelling: We ask that recipients acknowledge the City's support in public communications related to funded activities. Sharing stories help us celebrate your work and demonstrate the value of community investment to Guelph residents. A guide to using our City logo can be found by clicking [here](#).

Our goal is to see your organization succeed. We're here to support you throughout your grant journey.

For Unsuccessful Applicants

We understand that not every application can be funded; however, the Community Investment Team remains a resource for all applicants. If your application is not successful, our team is still available to connect at any time at communitygrant@guelph.ca. We're happy to meet with you to discuss your needs, offer feedback, and explore other opportunities or resources that may be available.