



Community Priorities Grant

Application Cover Letter and Acknowledgment of Grant Terms

C/O: Alex Goss
Manager, Equity and Community Investment
City of Guelph
1 Carden Street
Guelph, Ontario
N1H 3A1

RE: Submission of 2027 Community Priorities Grant Application Form

This is a legally binding document. If a Grant is awarded, this acknowledgment, the Community Priorities Grant Policy and the Notice of Award together form the agreement between your organization and the City. Please read Part 4 carefully before signing.

Part 1 - Application Checklist

Applications that are incomplete will not proceed to review.

- ☐ Online application form
- ☐ Budget, using the City's budget template
- ☐ Most recent full-year financial statements
- ☐ This Application Cover Letter and Acknowledgment of Grant Terms, signed, dated, and submitted with online application form.

Part 2 - Applicant Information

Legal name of applicant organization:

Incorporation number or charitable registration number:

If applying as Fiscal Sponsor, name of Grass-roots Group:

Part 3 - Certification

The Applicant certifies that:

1. The information in its application and supporting documents is true, correct and complete in all material respects, and it will notify the City in writing without

- delay if any of that information changes or is found to be inaccurate.
2. It meets the eligibility requirements of the Community Priorities Grant Policy (the "Policy") and, if a Grant is awarded, will continue to meet them for the term of the Grant.
 3. It has disclosed in its application, as the Policy requires, (a) any finding in the last three years by the Human Rights Tribunal of Ontario or a court that it contravened the Ontario Human Rights Code, and (b) any relationship between the Applicant (including its directors, officers and senior staff) and a member of Council, a City employee involved in administering the program, or a member of the Working Group.
 4. Each person signing below has authority to bind the Applicant.

Part 4 – Acknowledgment of Grant Terms

1. **The Policy.** The Applicant has read the Policy as it reads on the date this Acknowledgment is signed, including the Terms and Conditions of Award. Capitalized terms used in this Acknowledgment have the meaning given in the Policy. [A copy of the Policy is available](#) from the City, on request.
2. **Binding agreement.** If the City awards a Grant to the Applicant, the Applicant (as Grantee) agrees to be bound by the Terms and Conditions of Award and every other provision of the Policy that applies to Grantees. This Acknowledgment, the Policy, the Notice of Award and the Grant Application together form a binding agreement between the Grantee and the City. Accepting any payment of the Grant also confirms the Grantee's agreement to those terms.
3. **Notice of Award.** The City will issue a Notice of Award to each successful applicant, setting out the amount and term of the Grant, the approved Activities and any conditions. The Notice of Award forms part of the agreement.
4. **Key terms.** Without limiting the Policy, the Applicant specifically acknowledges the following terms which are set out in full in the Terms and Conditions of Award:
 - a. **Budget approval.** Every year of funding, including the first, is subject to Council approving sufficient funds in the City's budget for that year. The award of a Grant is not a commitment to pay in any year for which Council has not approved funds, and the City is not liable for costs incurred or commitments made in anticipation of a Grant.
 - b. **Use of funds.** The Grant may be used only for the approved Activities. Unspent funds must be reported and, if the City requires, returned.
 - c. **Reports and records.** A complete report is due by December 15 of each funded year. Records of the Grant must be kept for seven years and made available to the City on request.
 - d. **Repayment.** On default, including false or misleading information, use of funds for another purpose, or failure to report after 30 days' written notice, the City may withhold, reduce or terminate the Grant and require repayment, including of funds already spent. Any amount owing is a debt due to the City and may be set off against other amounts the City owes the Grantee. The Grantee may also be declared ineligible for future City grants.

- e. **Indemnity.** The Grantee indemnifies the City against claims arising from the Activities, its use of the Grant or its breach of the terms, except to the extent caused by the City's negligence.
 - f. **Publication and privacy.** The City may publish the Grantee's name, the Grant amount, the Activities and their impact. Information submitted to the City is subject to the Municipal Freedom of Information and Protection of Privacy Act.
 - g. **Fiscal sponsors.** A Fiscal Sponsor is responsible to the City for the Grassroots Group's compliance and for repayment of any amount owing.
5. **Order of precedence.** If there is a conflict, the Notice of Award prevails, then the Policy, then this Acknowledgment, then the Grant Application.
6. **No award.** If no Grant is awarded, this Acknowledgment has no further effect, except Part 3.
7. **General.** This Acknowledgment is governed by the laws of Ontario. It may be signed electronically and delivered by electronic means, and an electronic signature has the same effect as an original signature.

Signature

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I have the authority to bind the Applicant.

Name:

Title (if applicable):

Signature:

Date:

Notice of Collection of Personal Information

Personal information on this form and in the application is collected under the authority of section 107 of the Municipal Act, 2001, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). It will be used to assess applications, make and administer funding decisions, report on the program and send you updates about it. Application information will be shared with members of the Community Priorities Grant Allocation Working Group, who are bound by confidentiality undertakings, for the purpose of evaluating applications. Information such as your organization's name, contact information, vision, mission and activities, and the fact that you have applied, may be shared with the Local Funders Network to simplify and coordinate application processes for other grants. If you have questions about this collection, use or disclosure, contact the City of Guelph's Information and Access Coordinator, City Hall, 1 Carden Street, Guelph, Ontario N1H 3A1, 519-822-1260 x 2349, privacy@guelph.ca.

Accessible format available by contacting the Community Investment Specialist at 519-822-1260 extension 3967 or TTY 519-826-9771