



TOWN OF CANORA NON-PROFIT MUSEUM GRANT



Program Information, Guidelines and Application

PURPOSE

The purpose of the Town of Canora Non-Profit Museum Grant is to provide funds to non-profit museum organizations within the municipality. Funds are provided through the Town of Canora to assist museums to maintain, improve and expand opportunities for people of all ages to derive the benefits of heritage and cultural experiences, programs and activities. For this reason only those expenditures that can be directly related to the provision of programs and services will qualify for grant assistance.

ELIGIBILITY

The Town of Canora distributes funds on an annual basis to local non-profit, volunteer community groups that provide heritage or culture based programs in a museum setting within the community. The project/program being applied for with this application must take place between the dates of **January 1st and December 31st** of the same year as the application in order to qualify for funding.

Requirements:

- The applicant must be a volunteer organization whose sole purpose is to provide heritage or culture based programs; and must be an organization recognized by the Town of Canora.
- Sport and recreation programs are not eligible for assistance.
- Expenditures must be directly related to the operation of a heritage or culture program within the Town of Canora. The majority of participants benefiting from the project must reside in the community or participating Rural Municipalities.
- Organizations must have appropriate liability and participant insurance for any project/program funded through this grant.
- Projects are to be operated on a non-profit basis.
- Projects/program should not duplicate existing services.
- Applications must include all of the information requested on the Community Grant Application. (Note: incomplete or unsigned applications may not be considered for funding).
- A copy of the organization's most recent **annual financial statements**, including an income statement (showing revenues and expenses) and a balance sheet (showing assets, liabilities and equity). If financial statements are not audited, then they must be signed and certified as correct by a representative of the organization.

INELIGIBLE EXPENDITURES

- Alcoholic beverages;
- Food;
- Membership fees in lottery-funded organizations;
- Prizes including cash, gifts, awards, trophies and plaques;
- Out-of-province activities and travel;
- Subsidization of wages for full-time employees;
- Uniforms or other non-equipment personal items.

GENERAL INFORMATION

- If an organization ceases to exist, any equipment purchased by that group with Non-Profit Museum Grant funding shall become the property of the Town of Canora.
- The Town of Canora will review each application, and an appropriate allocation amount will be identified.
- Following the assessment process, all organizations that have submitted an application will be notified if their application is approved or denied as well as the amount allocated to them, if applicable.
- Detailed follow-up requirements will be sent out to each organization once their funding request has been approved.

APPLICATION SUBMISSION PROCEDURE:

*The application deadline for the Town of Canora Non-Profit Museum Grant is **March 15th** of each year.*

Applications are to be submitted to the following address:

Town of Canora
Community Development Office
Box 717
Canora, Saskatchewan
S0A 0L0
Fax: (306) 563 - 4336
Email: cdo.canora@sasktel.net

BE SURE TO KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

Applications must include all of the information requested on the Non-Profit Museum Grant Application.

Note: incomplete applications may not be considered for funding.

The following documentation is required for the project to be eligible for review and approval:

- A complete application
Make sure that all of the requested information has been provided
- A complete, itemized budget of the proposed project/program
- A copy of the organization's most recent **annual financial statements**, including an income statement (showing revenues and expenses) and a balance sheet (showing assets, liabilities and equity).
If financial statements are not audited, they must be signed and certified as correct by a representative of the organization.

APPLICATION PREFERENCES

- Favorable consideration is given to organizations that include a financial contribution towards the project from their own operating budget.
- Favorable consideration is given to requests for new or innovative programs, which do not duplicate existing services. Programs that develop expand and improve opportunities in heritage and culture will be given favorable consideration as well.



TOWN OF CANORA NON-PROFIT MUSEUM GRANT APPLICATION



Deadline: March 15th of each year

Name of Organization	
Physical Address	
Mailing Address	
Town/City	
Postal Code	
Contact Person	
Position	
Phone	
Alternate Phone	
Email	
Fax	

PROJECT DETAILS

Project Name: _____

Date(s) of Project: _____

Location of Project: _____

Description of the Project: _____

Identify Target Group(s): _____

Is this program available to the entire community? Yes _____ No _____

Is there a direct participation or registration fee? Yes _____ No _____

Identify Program Outcomes: _____

Itemized budget completed and included with this application?

Yes

Most recent financial statements included with this application?

Yes

For Office Use Only:

Amount Approved: _____ Date Approved: _____

Signature: _____

Denied Application Reason: _____

BUDGET OF PROPOSED PROJECT

Only the project information is required, not the organization's entire budget

REVENUE:

Registration Fees	\$ _____
Other _____	\$ _____
_____	\$ _____
(A) TOTAL REVENUE	\$ _____

EXPENSES:

Equipment Purchase/Rental	\$ _____
Facility Rental	\$ _____
Facility Utilities	\$ _____
Advertising	\$ _____
Program Supplies	\$ _____
Instructor Fees	\$ _____
Insurance	\$ _____
Property Taxes	\$ _____
Administration Supplies	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____
(B) TOTAL EXPENSES	\$ _____

PROJECTED NET LOSS/GAIN (A-B) \$ _____

TOTAL OF NON-PROFIT MUSEUM GRANT ASSISTANCE REQUESTED:

\$ _____