



TOWN OF CANORA SENIORS' RECREATIONAL GRANT



Program Information, Guidelines and Application

PURPOSE

The purpose of the Town of Canora Seniors' Recreational Grant is to provide funds to seniors' groups that pay taxes within the town. Funds are provided through the Town of Canora to assist organizations to maintain, improve and expand opportunities for senior citizens to derive the benefits of recreational 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, taxpaying senior citizens groups that provide recreation and cultural based programs within the community. The project/program being applied for with this application must take place between the dates of January 1, 2017 and December 31, 2017 in order to be eligible.

Requirements:

- The applicant must be a volunteer-based organization that owns property within the town of Canora and pays taxes on that property.
- The sole purpose of the organization must be to provide recreation or culture based programs; and must be an organization recognized by the Town of Canora.
- Sport and recreation organizations that do not own and operate a building are not eligible for assistance.
- Expenditures must be directly related to the operation of a recreation or culture program within the Town of Canora. The majority of participants benefiting from the project must reside in the community.
- Organizations must have appropriate liability and participant insurance for any project/event funded through this grant.
- Projects/program should not duplicate existing services.

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 or the seniors' centre should close for any reason, any equipment purchased by that group with the Seniors' Recreational 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.
- 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 Seniors' Recreational Grant is March 15th, 2019.

Applications are to be submitted to the following address:

Town of Canora
Director of Leisure Services
Box 717
Canora, Saskatchewan
S0A 0L0

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

Applications must include all of the information requested on the Seniors' Recreational Grant Application Form. (Note: applications which do not include all the information on the Application Form may not be considered for the Grant).

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

- A completed **application form** (be sure to include all of the information requested on the application form).
- 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 correct by a representative of the organization.
- A budget of the **proposed project/program**.

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 recreation and culture will be given favorable consideration as well.

**TOWN OF CANORA SENIORS' RECREATIONAL GRANT
APPLICATION FORM
DEADLINE: March 15th, 2019**

Name of Organization: _____

Address: _____
Address

_____ Town Postal Code

Contact Person: _____ Position: _____

Phone: _____ (home) _____ (work)
_____ (fax) _____ (email)

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: _____

For Office Use Only:

Amount Approved: _____ Date Approved: _____

Signed: _____

Denied Application Reason: _____

BUDGET OF PROPOSED PROJECT

(Only the project information is required, not entire organization's 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 SENIORS' RECREATIONAL GRANT ASSISTANCE REQUESTED:

\$ _____