



# Municipal Community Grants 2025

<https://thecountyfoundation.ca/grants-funds/municipalgrants/>

The Municipal Community Grants Program supports Prince Edward County in the areas of culture, heritage, environment, social services, health, and recreation. Applications will be accepted from **February 10<sup>th</sup> to March 24<sup>th</sup> at 4 pm**. Full program details on website, and summary listed at bottom of this form.

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## Contact Information

Name of Organization or Community Group:

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If this application is approved, who should the cheque be made payable to?

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Lead Contact Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Street Address: \_\_\_\_\_

*\*Please ensure this information is accurate as this is where the cheque would be mailed.*

Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Are you applying for:

Operational Support

Initiative Support (Project/Program/Event/Etc).

## Applicant Overview

Tell us about your organization or community group. What is its overall purpose (mission/values/goals)?

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How long has your organization or community group been operating?  
*If less than a year then you are not eligible to apply for cash funding, only in-kind funding.*

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**What does it mean to have been "operating" for at least a year?** To show that your organization has been operating for over a year, there needs to be verifiable evidence of activities taking place for at least a year. Examples of a record of activities could include a website, social media, articles, newsletters, written correspondence such as email, or something else that shows the date your organization or community group began operating. You may be asked to provide this.

What are the primary activities (programs or services) that your organization provides?

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Who does your organization serve? Please provide detailed information, including specific demographics.

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What procedures, policies, or processes does your organization or group use to ensure that it is operating in an effective, accessible, open, and inclusive manner?

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During an average year, how many residents will benefit from your programs/services and/or proposed initiative? Be as specific as possible.

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**Financial Information**

Are you requesting a single year or multi-year grant?

- Single Year
- Multi-Year (2 Years)

*Note: Multi-year grants are only for term of PEC Council, which ends in 2026. You can only apply for a multi-year grant if you have received a Municipal Community Grant previously.*

Total Grant Amount Requested (2025): \_\_\_\_\_

Total Grant Amount Requested (2026): \_\_\_\_\_

*\*If applying for a multi-year grant.*



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**For above question:**

If applying for Operations – Describe your overall work in the community and how this grant will allow you to carry out the goals of your organization or community group.

If applying for an Initiative – please describe your plans for the initiative. For example, do you plan to host a free event in the park, or would you like to fund a new program for seniors?

Is there a new development in your activities or plans for your organization that you would like to share?

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Applicable Categories (select all that apply):

- Culture
- Environment
- Heritage
- Social Services
- Health
- Recreation

Where will your activities take place? Please select all applicable wards.

- Ameliasburgh
- Athol
- Bloomfield
- Hallowell
- Hillier
- North Marysburgh
- Picton
- Sophiasburgh
- South Marysburgh
- Wellington

What location/s will this work be happening (such as specific venues), and how often?

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Why is this work or activity a priority for our community right now? What is the benefit for PEC?

*\*Use Vital Signs data or reports, or through other resources (examples: The County's Strategic Plan, The Community Safety & Well-being plan, Thrive PEC communities economies pilot.)*

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**For above question:**

If applying for Operations – Consider how your organization or community group is set up to successfully carry out the overall goals of your work in the County.

If applying for an Initiative – Consider how your organization or community group is set up to successfully carry out the goals of your intended project/program/event/etc.

Describe your community engagement efforts. How will you engage PEC residents? How will you encourage new participants to your work?

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Are there any community partners involved. If so, tell us who and what role they will have.

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To your knowledge, are there similar programs or activities offered in PEC? Please explain.

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What are your goals? What does success look like and how will it be measured?  
*Include specific metrics where possible.*

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What would be the short-term or long-term impact for Prince Edward County be if you achieve your goals?

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If approved for a grant, when would the activities begin and end?

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Required Documents:

- 1) **Applicant Profile** - Attach a background of your organization. Include whether your organization is a non profit or a community organization, what it is, services you provide, details of leadership team and Board of Directors if applicable.
  
- 2) **Initiative OR Operating Budget** – Attach an Initiative or Operating Budget.  
*Operating Budget* - If you are seeking operational support for the work of your organization or community group, submit an operating budget that details your organization's revenues and expenses for the current year.  
*Initiative Budget* - If you are requesting grant funding specific to a project, program, or other purpose, please include a budget detailing related revenues and expenses.
  
- 3) **Financial Statements** (mandatory for funding requests between \$5k-\$15k)  
It is preferable that the financials have been prepared by an accountant or other qualified third party if available. Financial statements are optional if requesting less than \$5k in funding.

Financial statements should show the overall financial status of your organization, including income and expenses. The purpose of the financials is to provide information on the organization or community group's current financial status, as opposed to a budget which forecasts a plan for managing money.

### **Supplementary Documents - Optional**

You are welcome to submit up to 2 supplementary documents along with your application.

If your project involves working with anyone in the vulnerable sector, then please submit your organization's current policy regarding maintaining up-to-date vulnerable sector checks for staff and volunteers as one of these documents.

**Applications are due:** March 24, 2025 by 4 pm.

Applications can be submitted electronically using the submit button; applications can also be printed, scanned, and emailed to [info@thecountyfoundation.ca](mailto:info@thecountyfoundation.ca) (you will receive an email confirming receipt within 48 hours); or drop off by hand to Unit 107, 35 Bridge St., P.O. Box 24, Picton, ON.

Applying for a grant is a competitive process and we often receive more grant applications than there is funding available. Past funding commitments should not be interpreted as a guarantee that future requests will be approved.

### **Declaration**

- All information is truthful, fair, and complete.
- I am authorized, by my organization, to bind it through the submission of this application.
- I understand that a report must be received within 1 year of the grant being received; or 2 months following the end of the project.

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## Municipal Community Grants: Program Details

The Municipal Community Grants are financial or in-kind assistance that support Community Organizations providing programs, services or activities that enhance the quality of life for Prince Edward County residents. The Municipal Community Grants Program is made possible through funding from the County of Prince Edward in partnership with The County Foundation (TCF) who administers the program.

Form for In-Kind Funding must be submitted separately. Available on The County Foundation website.

The Community Grants Program provides funding for organizations, projects, events, activities, or programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to:

- **Culture:** beliefs, customs and traditions of certain communities, societies or cultural groups relating to language, ethnicity, race, gender, sexual or gender identity, disability, religion, class, and diversity;
- **Environment:** beautification, conservation, documentation, education, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
- **Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums, and galleries/collections), natural heritage, historic people and events, and traditions (customs and beliefs);
- **Social Services, Health, and Recreation:** activities contributing to physical, mental and social wellbeing with a focus on prevention; access to housing, accessibility for people with disabilities, food and clothing, freedom from violence.

### Maximum Grant Size: \$15,000

Typical grant size tends to range between \$3k-\$5k.

Grants supporting impactful operations may receive up to \$15k.

### To apply for a Municipal Community Grant, applicants must be a "Community Organizations" as defined below:

"Community Organizations" are groups of people working collectively with volunteer governance, without profit motives, for the benefit of the Prince Edward County community. They provide programs, services, and events to be accessed by the entire Prince Edward County community, or by specific segments of the population who may be underserved or at risk for negative outcomes.

Community Organizations may have formal or informal structures, and can include incorporated non-profits, registered charities, ad hoc groups, and unincorporated organizations.

Applicants must also:

- Be located and conduct most activities within the geographic boundaries of the Municipality of Prince Edward County or be a local chapter of a larger organization that provides consistent services within Prince Edward County.
- Have demonstrated sound fiscal management and are in good standing with the Municipality.
- Demonstrate that they provide those services and programs in an effective, accessible, open, and inclusive manner; and,

- Must have financial records in the name of the applicant (such as a bank account).

**What can a Municipal Community Grant be used for?**

Community Grant Program funding may be used for general operating expenses, special projects, capacity building projects (such as strategic planning, organizational development), events or new programs (seed funding, pilot projects etc.). There is no restriction on the percentage of operational costs that can be included in the grant request.

\*Only 1 request for cash funding per Community Organization will be considered per year.

**The following entities are not eligible to apply for a Municipal Community Grant:**

- Individuals or households;
- For-profit businesses;
- Organizations with political affiliations or whose primary purpose is political activity or lobbying;
- Non-profit organizations with a mandate to serve the business sector, such as a Chamber of Commerce or a business sector association;
- Hospitals or other organizations whose primary purpose is to provide medical treatment/clinical services;
- School boards, primary and secondary schools, post-secondary institutions;
- Government organizations, including agencies, boards, commissions, service corporations, and committees established by the Municipality, the Province, or the Federal Government;
- Provincial, national, and/or regional organizations, unless a local chapter exists to serve residents of Prince Edward County; and/or,
- Organizations receiving 80% or more of their funding from upper levels of government.
- Mandated Arts Organizations: A Community Organization that has a stated organizational mandate to provide services, programs and amenities in the realm of the arts (various fine and applied art forms including but not limited to visual, performing and performance, literary, media and decorative arts.)\*

\*Mandated Arts Organizations are instead directed to apply for funding through the PEC Arts Fund.

**Municipal Community Grant funding may not be used for:**

- Major capital purchases such as vehicle purchases, land or building purchases or renovations, except for small capital purchases or projects that support compliance with Accessibility for Ontarians with Disabilities Act or accessibility provisions within the Ontario Building Code;
- Prize money, awards, travel expenses, hospitality (food, beverage, alcohol);
- Reduction of accumulated or annual deficits, debt reduction or financing;
- Programs, services, activities, or amenities that are already supported by the Municipality through another funding program, service contract or an Exceptional Funding Partnership;
- Fund raising campaigns, events, or activities, except for In-Kind Grants which may be used to support fund raising initiatives;
- Programs with mandates legislated or regulated by the Provincial or Federal governments;
- Programs, services, activities, or amenities that promote a particular faith, or require participants to adhere to a particular faith;
- Activities, programs services or amenities that will be delivered outside of the geographic boundaries of Prince Edward County;
- Activities that serve to raise funds for other organizations, individuals/households, businesses, or causes; and/or,
- Activities that would qualify for fee reductions or waivers as described in the current municipal Fees and Charges By-Law.