

# INSTRUCTIONS: MUNICIPAL COMMUNITY GRANTS IN-KIND BUDGET

Use this template to calculate the total dollar value of your in-kind request. Before you begin, please read the following:

Eligible Services: Only services listed in the **Municipal Fees and Charges By-Law** are eligible. If the item you're requesting (e.g. a good, service or equipment) is **not listed**, it **cannot be included** in your in-kind grant request.

Refer to the current [Fees and Charges By-Law](#) for a full list of eligible services and their costs.

Eligible Activity Dates: The **Primary 2026 intake** covers activities from **June 1<sup>st</sup> 2026 to May 31, 2027**.

Common Examples: Commonly requested items include rental of municipal venues, banners and other advertising, and municipal labour, but there are many items that are eligible for the in-kind program. See the chart below for a list of items that are most likely to be helpful to community groups, and where they can be found in the Fees and Charges By-Law.

Category	Example	By-Law Schedule
Waste Management	Garbage disposal	Schedule C - Waste Management
Fingerboard Sign	Blue roadside signs	Schedule D - Transportation
Museums	Venue rental, curatorial research	Schedule M - Museums & Progs
Outdoor facilities	Ball diamonds, parks, multi-use courts	Schedule N - Parks
Exhibition Grounds	Picton Fairgrounds rental (not including Crystal Palace or Arena)	Schedule O - Exhibition Grounds
Community Halls	Rental of "town halls" across the County	Schedule P - Community Halls
South Marysburgh Halls	Mount Tabor, Milford Town Hall, Bredin Hall, Shed	Schedule Q - South Marysburgh
Prince Edward Community Centre	PECC meeting/event space and Crystal Palace	Schedule R - PECC Hall Rentals
Wellington and District Community Centre	WDCC (Wellington arena) meeting/event space	Schedule S - WDCC Hall Rentals
Arenas and ice rental	Ice rental, use of rinks with no ice	Schedule U - Ice Rental Rates
Labour and equipment	Staff time, trucks, microphones, arena advertising, street banners	Schedule V - Other Miscellaneous Items
Public transit	Transit tickets and passes	Schedule Z - Public Transit Fares

Ineligible Costs: The following types of fees and/or charges **cannot be covered** by the grant:

- Costs due to organization error (e.g. late fees, false alarm charges)
- Regulatory costs (e.g. planning approvals, permits or licenses)

- Damage deposits or insurance fees.

These exclusions help prevent a conflict of interest, since the municipality is both the grant provider and the regulator for permits, licenses, and penalties. Keeping these costs out of the grant ensures the decision-making process stays fair and impartial.

Fee Updates: Fees and charges are updated by the municipality annually. If the fees change between your application and your event date, your grant value will be adjusted to reflect the **actual fees at the time of your event.**

Venue Bookings: Municipal venues are available, for the most part on a **first-come, first served** basis. **Submitting a grant application does not reserve a venue.** To book a venue contact:

**Bookings Coordinator** (Jane Vader) - [jvader@pecounty.on.ca](mailto:jvader@pecounty.on.ca)

You do not need to wait for grant approval to make a reservation.

Estimating Costs: Some services (e.g. hourly or volume-based) may vary in cost. Estimate these as accurately as possible. If approved, your grant will cover **up to** the estimated amount. If actual usage exceeds your estimate, you'll need to pay the difference.

Need Help? Municipal staff will review your budget to confirm eligibility and availability before it goes to the grant panel for adjudication. We may reach out for clarification during this process.

If you need help, please contact the **Community Initiatives Coordinator** (Hilary Fennell) before submitting your application ([hfennell@pecounty.on.ca](mailto:hfennell@pecounty.on.ca))

## BUDGET REQUEST:

<b>Community Group:</b>		
STEP ONE	STEP TWO	STEP THREE
<b>What service do you need?</b> Describe in detail including dates, times, quantities etc.	<b>Reference the By-Law.</b> Tell us where you found the costing information in the by-law. Show your calculations.	<b>Total cost.</b> List the total cost that you are requesting for this service, <b>including HST, if applicable.</b>
<i><b>EXAMPLE:</b> Ameliasburgh Town Hall rental at non-profit rate for 2 days x 10 hours/day.</i>	<i>Schedule P - Community Hall rentals. 2 days x 10 hours per day = 20 hours x \$10/hour non-profit rate = \$250</i>	<i>\$282.50 (\$250+ 13% HST)</i>
	<b>TOTAL:</b>	