



## **Lucan Biddulph Neighbourhood Community Grant Guidelines:**

The Neighbourhood Community Grant supports projects that help neighbours develop connections, foster a sense of belonging, and create opportunities. Groups of two or more neighbours may apply for up to \$500 to support their idea.

### **How to apply:**

Follow these easy steps to complete the application:

1. Work together with two or more neighbours to brainstorm an event or project that will help form neighbourhood connections.
2. Reach out to staff to chat about your idea and eligibility by emailing: [ideboer@lucanbiddulph.on.ca](mailto:ideboer@lucanbiddulph.on.ca)
3. Consider neighbourhood support. Connect with neighbours to get involvement through volunteering and other contributions.
4. Complete the application before the deadline.

### **Application guidelines**

Groups can apply for up to \$500.

You will answer questions about the idea, who is involved, neighbourhood support, how you will support a safe and inclusive project, and complete a budget.

### **What makes an application eligible?**

- Application is submitted by two or more neighbours. Must reside in the Township of Lucan Biddulph.
- Idea focuses on neighbourhood community-building and enhancing sense of belonging.
- Idea, communications, and spaces used are inclusive and bring neighbours together.
- Project is neighbourhood-based (not Township-wide) and within Lucan Biddulph limits.
- Project is equitable, accessible, and inclusive.

- Broadly supported by the neighbourhood and is open to all neighbours interested in participating.
- Idea must be completed within one year of funding.

This grant does not support:

- Ongoing operating costs
- Projects that have already started
- Applications with one individual
- Organizations that are not neighbourhood-based
- Ideas that are not neighbourhood-based

**Other Criteria:**

- Occur on accessible public land, or private land that is readily accessible by all residents of the neighbourhood (access is not restricted to members in any way).
- Be free or low cost for participants.
- Not be revenue generating, unless revenues are to be used by a neighbourhood group for other neighbourhood focused initiatives
- Have or committed to pursue, with Township staff support, all required permits and permissions prior to implementation.
- Involve neighbourhood residents in planning and execution.
- Demonstrate interest and support from neighbourhood residents.
- Be implemented mostly using volunteers.
- Be inclusive and accessible and encourage diverse involvement and participation.
- Contribute to neighbourhood community-building, wellbeing, connection to place, and/or neighbourhood identity and belonging.

**Eligible Expenses:**

- Project materials
- Food
- Equipment or technology rental (or purchase if required for the initiative on a long-term basis)
- Capital asset development/improvement
- Entertainment

**Not eligible:**

- Items already purchased

- Purchase of equipment, technology, licences/certifications that will have ongoing personal benefit to the applicant (outside of neighbourhood initiatives). The applicant should instead explore rental options for the duration of an initiative.
- No funds eligible for the purchase of alcohol, cigarettes, cannabis, or any other drugs.
- Any activity related to election campaigning for federal, provincial, municipal, or school board candidates, including promotional activities and advertising.

### **Eligible applicants:**

- One or more Township of Lucan Biddulph resident(s)
- Applicants from educational institutions who are applying as neighbours outside of a specific institution or role with the educational institution.
- Religious organizations if they can demonstrate support from the surrounding neighbourhood and the initiative is not religious in nature or restricted to membership in any way.
- Not-for-profit organizations if they are neighbourhood based, they can demonstrate support from the surrounding neighbourhood, and the initiative is not restricted to membership or organizational eligibility criteria in any way

### **Ineligible applicants:**

- Groups that have been previously awarded funding through the Neighbourhood Community Grant Program who have not taken reasonable steps to complete the project and who have not returned the funding to the Township.
- Educational institutions
- Political organizations or any organization focused on political activities or activism
- Government organizations
- Commercial businesses or for-profit organizations
- Other not-for-profit organizations, minor sports organizations and registered charities, beyond those listed in the eligible applicants' section for each grant stream above.

\*Although educational institutions are not eligible to apply, other eligible applicants may apply for initiatives that will occur on property owned by educational institutions. Neighbourhood support must be demonstrated. Efforts must be taken to ensure the initiative is open and accessible to all neighbours, it is not restricted to members of the educational institution, and funded items do not have ongoing benefit solely to those participating at an educational institution.

### **Submissions:**

Applications may be submitted at any time throughout the year until funds are fully utilized. Township staff will review applications as they are submitted and will respond to applicants in a timely manner.

Township staff will review each application and determine if it meets applicable eligibility requirements listed. Township staff may reach out to the applicant to clarify application, project, or eligibility information to support this review process. Grant application(s) that are deemed ineligible will not be shared with the Community Economic Development Committee for review and consideration.

The Community Economic Development Committee will review eligible applications and evaluate each application and make funding allocation decisions.

Municipal staff will notify all applicants of final funding decisions within 4-6 weeks of the Committee's decision. Successful applicants will be notified and provided the amount of funding they have received, requirements for permits and approvals, and any other considerations related to the grant funding.

When an application is deemed not eligible or not funded, the reason(s) will be shared with the applicants to help inform future grant applications.

The following conditions apply:

- Notice of receipt of a grant does not imply approval of municipal permits and other permissions.
- Grant funds will be disbursed upon completion of the project and final report.
- Successful applicants may be required to put additional measures in place to ensure the safety of project participants. This may include a requirement for adequate liability insurance, depending on the nature of the project.
- Neighbourhood Community Grant Program recipients must acknowledge the support of the Township on all promotional materials that relate to their project and as otherwise determined by Township staff.
- Grant funds must be used as per the approved grant application. Any significant changes to the original grant application must be discussed with and approved by the appropriate Township staff prior to implementation. If the proposed changes are acceptable, the grant funding may be revised to reflect the changes. If the proposed changes are not acceptable to the Township, approval may be revoked and grant funding will not be forwarded to applicant or the applicant will be required to return any grant funding already provided. Failure to seek approval from the Township for any changes from the approved grant application may result in ineligibility for future funding or the need to return any grant funding received.
- Projects must be completed within one year (12 months) of receipt of funding. Extensions may be provided for extenuating circumstances.
- Upon completion of an initiative, grant recipients are required to connect with Township staff within 30 days to provide notification of completion.
- A final report will be required to be submitted 30 days after completion and receipts of expenses incurred.
- Submission of a grant application does not guarantee the applicant will receive full or partial funding.

- Grants should not be considered renewable in subsequent years.
- All grant opportunities are contingent on the allocation of funding as part of the Township's budget process.
- Funding will be released upon approval of the Final Report.

If all available funding for the Neighbourhood Community Grant Program is allocated before the end of the year and no additional funding can be sourced, a notice will be posted on social media and on the Township website to advise prospective applicants that the program is not accepting any applications.