



**Town of Kirkland Lake
Community Grant Program
Application Form**

Application Requirements

1. One application form must be submitted for each request for funding.
2. Application forms must be signed and submitted to the address listed below. Submissions may be on paper or via email.
3. Applications must be submitted no less than three weeks before the application deadlines of February 1 and June 1, annually. Council may, at its discretion, authorize additional intakes.
4. Incomplete applications will be rejected.
5. Contributions must be used within one year (365 calendar days) from receipt of funding, unless a specific exemption was approved by Council at time of funding approval.
6. Within 90 days after the funded activity is complete, the recipient must submit a written report to the committee summarizing the activity that took place and its impact on the community. A financial report on the activity must be included. This must be endorsed by the organization's board of directors, governing body or an individual with authority to legally bind the organization or authorized to conduct financial transactions for the organization.

Application Submission Address

Municipal Clerk
Town of Kirkland Lake
Postal Box 1757
Kirkland Lake, Ontario, P2N 3P4
Email: Clerk@tkl.ca
Tel: 705 567 9361, ext 238

Information Accessibility

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Town of Kirkland Lake to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Committee and Council.



Organization Information

Name of Organization:

Address:

Contact Person:

Telephone:

Email:

Briefly state the purpose and structure of your organization. Include the following information: history, founding date, volunteer base, staff, location, achievements, whom it serves, goals, principles. (Attach separate sheet if necessary).

Attach to the application:

- List of officers and members of the board
- Current Year Operating Budget AND Project Budget if different than Operating Budget.
- Most recent audited or board endorsed financial statements



- Other pertinent material

The applicant, if the applicant is an individual, must indicate why an organization cannot submit the application.

Project Information

Project Title:

Project Description: On a separate sheet, provide summary of your project. This is your opportunity to provide a compelling reason as to why the project deserves to be supported financially by the municipality. Be sure to address the following issues in your description:

- What is the purpose of the project?
- Why is this project needed?
- Who will benefit?
- Where will the project take place?
- Timelines?
- Partners (if any) and their role and financial contribution?
- How will it work to strengthen and enhance the quality of life in our community?
- Why do you think your project will be successful? If appropriate, how have you planned to continue this initiative in the future?

Project Budget

Total Cost of Project:

Amount Contributed from Organization's Own Funds:

Amount Requested from Community Grant Program:

How will funds from the Community Grant Program be used?



Has your organization previously received funding from the municipality? If the answer is 'yes', please provide relevant details (i.e. amount, date; brief project description).



KIRKLAND LAKE
THE RIGHT ENVIRONMENT