



CITY OF STRATFORD 2023 GRANT APPLICATION GUIDELINES

GENERAL INFORMATION

Please ensure your 2023 grant application is complete and accurate by reviewing this document, as well as City Policy F.1.1 Community Grants Program, before completing and submitting your application.

The 2023 grant application form is available on the City website under 2023 Budget until the deadlines noted below.

2023 Online Application

The online application can be completed and submitted in one session, or in multiple sessions. If you wish to partially complete your application and save it to complete at a later time, simply select "save" at the bottom of the form. A link will be emailed to the address of your choice that can be used to resume your application at any time.

When submitting your application, if there is missing information it will be highlighted in red for you to correct, before submitting again. When you have submitted successfully, you will receive an email confirmation.

Before submitting, please ensure your application has complete and up to date financial information about your project and your organization. The evaluation process will be looking for applications that indicate a clear financial plan is in place, and that demonstrate an efficient use of City funds.

A blank form can be printed from your browser if you would like to review the entire form first, before starting. Simply right click anywhere on the screen when you are in the online application and select "print".

The maximum upload file size is 2 mb. If you have any files larger than 2 mb please email them separately to the email address noted below. There will be a total of 4 files required to be uploaded with the application.

One form is available for making either a one-time application or a multi-year application. Only one application is accepted per grant year. If a group is denied under one of the streams (one-time or multi-year), it cannot apply again under the other.

Please note that the online forms will not be available after the application deadlines.

One-Time Grants

Applications for 2023 under the one-time grant stream will be accepted **to January 31, 2023**. The application process is closed after this date.

Funding under this stream is awarded for projects/activities that are accomplished and measured within one grant year. This would include annual requests for operational funding, or ongoing programs that occur annually. For these types of projects, it should be noted how future year funding will be achieved.

Multi-Year Grants

Applications for 2023 and future years (requests for multi-year support) will be accepted **to January 31, 2023**. The application process is closed after this date.

Funding under this stream is intended for specific projects/activities that span more than one grant year or will take more than one year to complete. This category is not intended to provide ongoing operational funding.

Please note that the City budgets on an annual basis. Approvals for future years are subject to budget consideration.

Contact Information:

Any questions about the community grants process can be directed as follows:

- by email to wpartridge@stratford.ca
- by phone at 519-271-0250 ext. 5202

HOW TO COMPLETE THE ONLINE APPLICATION

Section A. Organization Information

Contact information listed here will be used by the City for any correspondence regarding your grant application. As email will be the main form of communication for your grant application, please include an email address that someone from your organization will be checking regularly.

If your contact information changes after you have submitted your application, please notify updates by email.

You will be asked to upload one file in this section (organizational structure).

Section B. Eligibility Requirements

This information will be used by City staff to determine if your organization and activity is eligible for funding. This is based on the criteria set out in the City's Community Grants Program Policy.

Applicants will be advised if their request does not qualify for funding, and therefore their application will not be accepted.

Section C. Grant Request Detail

This information will give details about your funding request.

Please note the categories “one-time” and “multi-year”, as referenced in the policy and explained above.

Section D. Financial Information

This information will be used by the Community Grants Evaluation Team to evaluate eligible applications using criteria set out in the City’s Community Grants Program Policy.

Community groups who receive funding under the 2023 grant program will be required to report on their budget vs. actual on the City’s template at the end of 2023.

The 2023 budget you submit with your application should be specific to your grant request and be complete with revenue, expenses and anticipated surplus/deficit for the year. An Excel template is available for you to use if you do not already have a prepared budget. Please email wpartridge@stratford.ca to receive a template that you can complete and upload as part of your application.

Please submit the most current financial statement available at the time of your application, and email an update if one becomes available later. It is important that we have the most current financial information for your application.

You will be asked to upload two files in this section (financial statements and budget).

Section E. Additional Information

This section is not mandatory. It can be used to add any additional comments or information relevant to your application.

You can upload one or two files in this section.

Section F. Signature/Submission

Once everything is completed, you can print the form if you wish, then click “submit” at the bottom of the application. If there is any missing or incorrect information you will be prompted to make revisions. Click “submit” again and it will be automatically emailed to the City.

You will receive an email confirmation back that your application form has been sent.