



## Stratford & District Leisure Activity Council Local Project Funding Guidelines

The Stratford & District Leisure Activity Council (LAC) invites Full members to apply for funds to support leisure, recreational and/or educational activities/programs. Projects must build upon existing community programs and resources, and/or create new programs/resources based on community need. Partnering with LAC members or other organizations to deliver projects is strongly encouraged. The project must be implemented between January 1 and November 30.

There will be one funding call per year. Requests outside the Local Project Funding application process will not be accepted. Refer to the website for current year's grant cycle.

### Terms and Conditions:

#### *Eligibility*

To be eligible for funding, organizations must have been a member of the Council, in good standing, for the previous year. Organizations who receive a grant must also retain their membership for the year in which they are implementing their project.

#### *Funding Amount*

The maximum amount of funding available for projects will be voted on by full LAC members prior to the funding deadline. Each member agency may apply for a maximum of \$2,000 per year. Note: Organizations that represent multiple agencies apply as the organization, where all applications submitted are in the name of the lead organization, for funds that total no more than \$2,000 (example: The members of the Minor Sports Council can each apply as a member of the LAC under the Minor Sports Council, but the total of all the members requests shall be no more than \$2,000)

Members may submit more than one application for different projects. In addition, split partner funding is allowed so long as the individual agency's request does not exceed \$2,000 (example: the City of Stratford and Community Living could each apply for \$1000 to support Winterfest and each apply for an additional \$1000 for a separate project)

The following expenses are not eligible for funding:

- Office equipment and supplies
- Staff salaries
- Legal/audit fees

- Administrative and overhead costs or operational expenses related to an organization's ongoing activities (this includes printing material)
- Prizes for project initiatives that exceed 10% of the project budget

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### *Evaluation Committee*

An ad-hoc evaluation committee will be formed with three members who are not applying for a grant. If there are not three full members available, an affiliate member will be sought. The evaluation committee will notify all organizations by email whether their application was approved, and how much funding is to be allocated before the December AGM.

### *Application*

Applications must be submitted to the evaluation committee by September 30. Should you have any questions regarding eligibility, please contact Andy Pogson by email at [andy.players@gmail.com](mailto:andy.players@gmail.com) before the deadline for clarity.

### *Project Approval*

The evaluation committee will use an evaluation matrix to assess applications and determine how funding will be allocated amongst successful applicants. Approval may be granted in full or in part of the requested amount, but will be filtered each year by a baseline determined by the amount of funding available.

### *Evaluation Matrix*

The evaluation committee will grade each grant application with an evaluation matrix. This Matrix will ask questions, such as:

- Does the project meet the mandate/mission of the LAC?
- Who is the audience or target group for the proposal?
- Is the project/event sustainable or ongoing?
- Does the proposal foster (new) partnerships?
- Is the proposal well thought out and written?

The value of each is determined by the evaluation committee before reviewing the grants, and a baseline target will help the committee during the selection process each year.

### *Grant payment and repayment*

50% of the awarded funds will be issued at the AGM; the remaining funds will be issued 30 days following submission of a Local Project Fund Final Report. Unspent funds, or funds spent that were not previously approved by the evaluation committee, will be deducted from the final

payment. If membership on LAC is not maintained for the year in which the project is to be implemented, the second portion of the grant will not be allocated.

#### *Final report*

Successful applicants are responsible for providing a final report within 30 days of completion of their project, or by November 30, whichever comes first. The report must be submitted to the Local Project Fund Coordinator.

The Final report will outline the impact this project had on the community, any successes or challenges faced, and require photos (with attached photo consent form if the photo contains any faces) to possibly be shared with media by the LAC. The final report will also request an itemized expense sheet to determine final payment eligibility.

#### *Evaluation Committee*

All advertising, communication, and resources associated with the project should give appropriate credit to the LAC. Recommended wording: "This project/activity has received financial support from the Stratford & District Leisure Activity Council".