



## **Municipality of South Dundas**

### **\$ For \$**

### **Capital Funding Program**

The following criteria/guidelines apply to the \$ for \$ Capital Funding Program offered by the Municipality of South Dundas:

1. Applications will be accepted and considered from South Dundas based volunteer, non-profit groups. These groups would normally meet the criteria established in the "eligibility requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario.
2. Only those funds which have been raised by eligible applicant groups through community fundraising efforts will be eligible for capital matching consideration. Grant funding received from Provincial or Federal Governments (eg. Trillium, RED, Enabling Accessibility) is not eligible for matching.

Any \$ for \$ Capital Funding Project must be located on municipally owned property.

Project submissions will be evaluated on a first-come, first served basis and approval will be dependent on availability of funds. While organizations may submit numerous applications, Council reserves the right to limit the amount of funding approved for the same organization.

Projects seeking funding should be directly related to items/improvements referenced in related studies, ie. Recreation Master Plan. Where a direct reference to a related study is not applicable, a full business case outlining an identified benefit to the Municipality must be provided.

Completed \$ for \$ Funding application forms must be submitted to the Municipality and must include the following information:

- a) What methods were used to identify the project?

- b) How does this project meet or fulfill the identified need noted above?
- c) What benefits to the Community will be recognized immediately and in the future?
- d) Description of the project
- e) Illustrated site plan showing project location on site and features adjacent to the site (i.e. existing buildings, playground equipment, parking areas)
- f) Three (3) written quotes for the project, the location, maintenance needs, potential future expenses related to the project, project schedule, all to be in compliance with Municipality policies/standards/by-laws.
- g) A copy of the group's/organization's meeting minutes approving the project and the application.
- h) A copy of the group's/organization most recent budget and financial statement.

Applicant's funds must be in hand at the time of the application or a detailed outline must be submitted on how their portion of the funds will be raised.

Approved projects cannot commence until all applicant funds are in place and transferred to the Treasurer. All approved project expenditures will be processed through the Treasurer unless agreed to otherwise by both parties.

Each application under the \$ for \$ Capital Funding Program submitted by an eligible group will be considered on its own merit and available municipal funds. Funding may be granted up to a maximum of 50% of the eligible project costs, up to a maximum of \$25,000.00 or as the municipal budget may allow.

10. Where a project consists of several phases, the entire project must be outlined in the application or business case. Timelines for the various phases of the project must be clearly defined.

11. While a project may consist of several phases, \$ for \$ Capital funding is to be considered a one-time funding opportunity for the overall project.

12. Approved projects should be completed in the budget year for which the project was approved. Where a project will not be completed within the budget year, a detailed project schedule must be submitted.

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