

Neighbourhood Grant Requirements

As this grant is funded through tax supported dollars, you need to be accountable to what we can spend. Please see the list of eligible and ineligible expenses. You must submit original copies of all receipts and we recommend you keep copies of your receipts for seven years for audit purposes.

At the end of the project, you are required to submit a report to Township staff. The report will include use of funds and information about your event/program. Groups will not be considered for future grant funding until all required reports are received by Township of Centre Wellington's Communications Department.

Eligible Expenses – what you can use the funding for:

- Advertising and promotion
- Permit for your event/activity
- Liability insurance for your event/activity
- Dedicated space rental or permit fees for event/activity space
- Printing (e.g. flyers to be placed in appropriate locations to promote your event)
- Project materials and supplies
- Food for participants at the event/activity
- Volunteer expenses (e.g. food).
 - Maximum of \$50 for the entire activity/event funding period
- Purchase of art supplies and sports equipment for the event/activity
- Rental fees (i.e. tent, chairs, tables etc).

Ineligible Expenses – what you can't use the funding for:

- Alcohol
- Fundraising activities/events, donations to charitable causes
- Ongoing projects/programs
- Costs to maintain activities beyond the funding term
- Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
- Fees paid to project partners
- Activities and travel outside of Centre Wellington
- Purchase of media equipment (computers, laptops, televisions, software etc.)
- Training/education for individual group members
- Purchase of large equipment (e.g. barbecue)
- Activities related to religious and/or political purposes
- Events/Programs that already receive other subsidies from the Township
- Capital projects