Township of Centre Wellington
Community Investment Fund Application Guide

Section A: Applicant Information

1. Organization Name (this is the recipient's name, if a cheque were issued):

What is the organization that is we would need to write the cheque out to? If that is the parent organization, put the affiliate organization's name in parentheses.

2. Is this application for an organization affiliated to a parent organization?

 Affiliate organization

 Parent organization

2a. If you answered affiliate organization, who is the affiliate organization and what is the relationship?

We just need to know who is the applicant, who is the affiliate organization and who is the parent organization.

3. Address (this is where to send a cheque?):

This is the mailing address for the cheque.

4. Contact Name:

5. Contact Email:

6. Contact Phone Number:

7. Non-Profit/Charitable Registration Number (if applicable):

This could be the parent charitable number.

8. Is your organization based in Centre Wellington? Yes No

We want to support local organizations but know there are organizations that serve Guelph and Wellinton but live in Guelph or Waterloo and Wellington but live in Waterloo. If it is in your mandate to also serve Centre Wellington, please say you are based in Centre Wellington.

9. Preference is for initiatives open to all community members. For community members to be able to benefit from your initiative, do they need to pay a membership fee, team fee or ticket price?

We prefer if initiatives are barrier free for participants but know that isn't always possible. We don't want it to be that the only people that will benefit are people who make a specific team, pay a team fee and then qualify for an initiative that is partially funded by the Township. We will score initiatives higher if they are open to the public.

10. Is your initiative a fundraiser? Yes No

If the sole purpose of the event is to raise funds for a cause, we cannot fund you. The initiative must have a purpose for the community and the fundraising be on the side.

Section B: Initiative Details

1. Stream Applied For:

 Community Impact

 Arts & Culture Programming and Events

2. Initiative Title:

3. Initiative Description (2500 Characters max):

4. Alignment with the Council's Strategic Plan Goals (select all that apply):

 Create the Conditions for Economic Prosperity
 Improve the Activity, Health and Wellness of our Community
 Managing Growth while Enhancing the Community's Unique Character
 Championing Environmental Stewardship
 Provide Innovative and sustainable Governance

There are more details on the Strategic Plan [here](). This is how you can help Council achieve the strategic goals that they have set out for the Community this term.

5. Proposed Start Date: (mm/dd/yyyy)

6. Proposed End Date: (mm/dd/yyyy)

7. Location of Initiative: (1000 characters max)

8. What steps has your organization taken to ensure you are fully prepared to execute this initiative? (Max 2,500 Characters)

Your answer will help us understand how ready you are for this to happen. Perhaps you need to know if you get the funding before you step forward. Perhaps you are going forward regardless and this funding will make it more accessible for participants. Help us understand where you are at.

9. How does your initiative promote inclusion and support for individuals of diverse backgrounds, abilities, and experiences? Please share your approach to ensuring everyone feels valued and included. (2500 Characters Maximum)

How are you applying a diversity, equity and inclusive lens on this event. Is it to serve a marginalized group? Are you taking steps to make others feel welcome? Let us know about it!

Section C: Budget and Funding

Initiatives requesting funds for items available through the Township's Cultural Resource Centre will receive a lower evaluation score. To view available items, visit www.centrewellington.ca/culture

1. Total Project Budget:

2. Amount Requested from Community Investment Fund: (max $5,000)

3. Breakdown of how Township funds will be used

3b. Attach detailed budget if applicable (Maximum file upload size is 2MB) Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

We need to see what your expenses are and which items you will use the funding for. Please ensure all the expenses you outline are eligible expenses and not things you can rent from the Township's Cultural Resource Centre.

If you can't upload it, please send it to kbettiol@centrewellington.ca

4. How will your initiative keep going and help the community after the funding is used? Tell us if you have plans for more money, support, or partnerships to keep it running. (maximum 2500 characters)

Is there a plan to sustain funding through other sources to keep this initiative going? Is it a one day event that doesn't need to continue or is it a program that runs all year long? Is it a project that ensures people feel longer impacts from the good it creates?

Section D: Funding Disclosure

1. Has your organization received any other Township funding or in-kind support (e.g., subsidies, discounts) other than those listed in section G for this initiative in the year that this initiative will take place?   Yes No

1a. If "Yes," please provide details (source, amount, purpose, etc.):

We just want to know all the ways that the Township supports your group. We want to help as many groups as possible but if you are over the preferred amount and we still have money to allocate, we will do what we can to support you.

2. Any Township funding or in-kind support already received, combined with the funding requested in this application

Does this application mean that Township support will exceed $5,000 in value?

Section E: Impact and Collaboration

1. Target Audience:

2. Estimated Number of Participants:

Just need your best guess here, based on previous years or what your goal is.

3. What important community need does your initiative help with, and how do you know this is something the community needs? (2500 Characters Maximum)

4. Describe any partnerships or collaborations for this project: (2500 Characters Maximum)

Does someone do something similar to you? Do you collaborate to serve this need? Or are there other partners involved in this initiative?

5. How will you know if your initiative is successful, what steps will you take to measure or track its success? (2500 Characters Maximum)

Section F: Supporting Documents (Attach where applicable):

1. Operating Budget and Financial Statements (or Balance Sheet/Income Statement for organizations with revenue under $50,000) Maximum file upload size is 2MB. Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

If you have troubles, please put it in an email to kbettiol@centrewellington.ca. One email with any attachments you had troubles with.

2. How does the Community currently show their commitment to your organization? (e.g., attendance figures, survey results, social media followers). 2500 Characters Maximum

Section G: Other Township Supports

The Township has additional resources to support community organizations. Please indicate what services you already use or would like more information about:

Calendar of Events on Township website
Access to Township Community Resource Centre for low-cost rental items for use on Township property.
Meet with Township staff for one-stop event support on Township property.
Volunteer Recruitment Support
Events Guide to hosting events (municipal procedures)

We have these things in place to help support community groups. If you are not using them but want more information, please let us know.