

Financial and In-Kind Assistance Application Form

Saving your application to complete later:

You can save your progress and complete the application at a later date by clicking the save button located at the end of the application form. An email will be sent with a link to your application in progress each time it is saved.

Submitting your completed application:

Once your application is submitted, an email will be sent to the email provided in this application. The email will include a PDF copy of your completed application.

Part A – First Stage Evaluation

Municipal grants are intended to provide modest levels of support and assistance to eligible organizations.

Please complete this checklist to confirm your eligibility. (All boxes must be checked to be eligible and proceed to the next stage); *

- The organization is a non-profit organization and/or charitable organization
- The organization operates within the City of Clarence-Rockland.
- This grant application pertains to a future initiative. (Retrospective funding is not considered).
- The grant will be spent during the current fiscal year and must be used for the sole purpose for which it was approved.
- This proposed initiative/activity will benefit the entire community of the City of Clarence-Rockland in an inclusive manner.
- We understand that the available amount in a calendar year is \$5,000 (monetary and in material and technical support, as determined by the Committee).
- We understand the reporting requirements that must be fulfilled by the last Friday of October in the year the grant was approved.
- We have liability insurance.
- We understand that additional documents may be requested (see list of documents in Financial Aid Section).

Municipal Grants Program 1

Part B - General Information

B.1 - Contact name : *

Eric Collard

B.2 - Organization name :

Prescott Russell Recreational Trail

B. 3 - Event name : *

Bourget Community Markets

B.4 - Mailing Address (including Apt/Unit)

5083 chemin de comté 17

B.5 - City:

Alfred

B.6 - Postal Code:

K0B 1A0

B.7 - Website :

sentierprtrail.com

B.8 - Telephone:

6138780180

B.9 - Extension

B.10 - Email *

info@sentierviatrail.com

B. 11 - Is the initiative/activity for which you are applying emerging? (Existing for 3 years or less) *

Yes

No

B. 12 - How many volunteers support your organization? Does this number of volunteers fulfill your organizations needs?

40

B. 13 - How many members does your organization currently have?

12

B. 14 - What is the mission and primary objective of your organization?

The 72-km recreational trail is a safe and multi-functional community connection that crosses the entire United Counties of Prescott and Russell (just outside of Ottawa), from Hammond in the west to St-Eugène in the east. The trail offers a relatively flat, pleasant and accessible route for the whole family with agricultural and wooded landscapes, dotted with charming little villages across five municipalities. In summer, it's available for a bike ride, walk or run and in winter snowmobiling, snowshoeing, or cross-country skiing.

B. 15 - How does/will the Clarence-Rockland community benefit from your organization's presence in the community?

For this request, we're talking about the Bourget Community Market, a monthly grassroots market at the Bourget Pavilion where local producers and residents (and tourists) meet to exchange goods and ideas and catch some fresh air. This series has stimulated the local economy and has provided entertainment and wellness for the community.

Every year we've welcomed hundreds of local residents and some tourists to our monthly markets and provided opportunities for meaningful exchanges and fresh air. People can come by bike, foot and cars with ample of free parking.

B. 16 - Programs offered by your organization are primarily serving which demographic?

- Children (below the age of 13)
- Youth (between the ages of 13-24)
- Adults (between the ages of 25-54)
- Senior Adults (55 years of age and older)

B. 17 - What are the targets you wish to achieve through this initiative?

With this funding, we will provide entertainment for the whole family, ranging from music to wellness as well as locally produced goods and services. Every market welcomes the entire community, ranging from young families including youth and pets and older adults.

B. 18 - How will you evaluate and measure these targets and outcomes? (check all that apply)

- Participant survey
- Reviews from local media
- Feedback from social media site
- Track increase/decrease in membership
- Track increase/decrease in participation
- Track increase/decrease in volunteerism
- Analyze budget
- Other

B. 19 - Please indicate what other sources of funding have been obtained or for which a request has been submitted:

- Federal Government
- Provincial Government
- Municipal Government
- Regional Government (ie. United Counties of Prescott-Russell)
- Fundraising Events
- Donations
- Other
- N/A

B. 20 - Please provide details and amounts.

The Trail provides the overall administration including managing the volunteer steering committee and payments to entertainment providers. The bulk of the budget comes from fees from the vendors and in the past we have received funding from the City for entertainment and activities. We did not receive funding other than in-kind operations in 2024.

The yearly budget ranges from \$500-1500.

B. 21 - Do the goals and activities of the organization fall within at least one of the four charitable objectives categories? If so, which category is it?

- Alleviation of poverty
- Advancement of education
- Advancement of religion
- Any other charitable purpose beneficial to the community *specific examples

B. 22 - Has the organization been providing community charitable services consistent with its primary objectives for at least one year? *

- Yes
- No

B. 23 - Has the organization been in existence for at least one year and can it demonstrate that it has engaged in charitable activities throughout the year? *

Yes

No

B. 24 - Does the organization have an establishment in Ontario? *

Yes

No

Municipal Grants Program 1

PART C – Financial Aid

Cost of the Initiative/Financial Information

Please note the following:

Should full financial support not be recommended for your proposal, it will be helpful to know which items you view as the most critical part of your request. List your requests for funding below in order of priority.

Organizations may request up to a maximum of \$5,000 (total combined benefit funding and in-kind). In-kind services do not include Permits, Police Services or Paramedic Services.

If you require assistance in calculating the estimated costs of in-kind service requests please contact us by email at finance@clarence-rockland.com or by phone at 613-446-6022, 2205.

You may be required to provide one or more of the following documents:

- A copy of your budget for the previous year.
- A copy of your proposed budget for the current year.
- A list of executive committee/organizing committee or board of directors members, including names, city of residence, phone numbers, and years of service on the committee.
- Your audited financial statements (signed by 2 directors). *Note: For emerging organizations (less than 3 years), please attach unaudited financial statements from the previous year.
- Proof of liability insurance.
- A copy of the charity registration notice provided by the Canada Revenue Agency, along with any document indicating the status of the applicant and registration terms.
- Copies of charity income statements submitted to the Canada Revenue Agency for the previous calendar year.

C.1 - Are you requesting Financial Funding? *

- Yes
 No (If this box is checked, please go to Part D)

C.2 - Total amount of requested funding

1000

C.3 - How will your organization be affected if the grant is not approved or if a reduced amount is granted?

If no funding is received from the City, we probably won't be able to provide wellness and entertainment opportunities.

C.4 - Is the allocation of administrative costs limited to more than 30% of our expenses? (No more than 30% of your expenses can be allocated to administrative costs.)

No

C.5 - This grant application is considered the primary source of funding for our organization:

- Yes, it is considered the primary source of funding.
 No, it is not considered the primary source of funding.

C. 6 - Describe what you are seeking funding for and how you would specifically use the grant. If this initiative is related to an event(s) please provide the date(s) of the event(s).

The market runs from June to October, typically the third Saturday of the month. The entertainment range from clowns, face painters, pirate ships to singers/songwriters. We've also had local professional sports team mascots there as well.

Most of the entertainers are local up-and-coming artists. Part of the funding will be used for promotion to grow the attendance as well as the number of vendors.

C. 7 - Who will directly benefit from this grant request? (include the estimated number of beneficiaries)

The local community first and foremost, with an estimated crowd of 500-1000 for the series in 2025

C. 8 - How will this grant funding aid your organization and the intended beneficiaries? (What changes or improvements will members, participants, or volunteers experience?)

More money means more entertainment and more promotion as well as a higher number of vendors and local goods available for the community.

C. 9 - Please indicate what other sources of funding have been obtained or for which a request has been submitted:

- Federal Government
- Provincial Government
- Municipal Government
- Regional Government (ex. United Counties of Prescott and Russell)
- Charity Event
- Donations
- Other
- N/A

C. 10 - Please provide details and amounts.

Vendors \$500
Charity events \$1000 to help offset admin costs.

C,11 - Please provide a report showing how the money will be used (e.g. activity budget, expense report, etc.).

File Name



Bourget Market 2025 Budget.pdf

23.0 KB

Municipal Grants Program 1

Part D – In-Kind Assistance

D.1 - Are you requesting In-Kind Assistance?

Yes

No

If selected YES, please complete the following : :

Material Support :

Round Tables (maximum 40)

Picnic tables (wood only) : (maximum 4)

Folding tables (plastic) : (maximum 10)

Chairs : (maximum 20)

Barricades (yellow - recreation) : (maximum 15)

Trash cans (45 gallons - blue) : (maximum 10)

Orange cones: (maximum 10)

Black risers : (maximum 8)

Sound system and microphone :

Banners:

Podium :

Other :

Technical Service

What type of technical services is requested ?

Invitation to Mayor :

Yes

No

Mayor's Speech :

Yes

No

Invitation to Municipal Council Members:

Yes

No

Message :

Employees present during activity :

- Yes
- No

If yes – Please indicate the numbers of employees requested

Date of activity :

6/21/2025 

Time of activity

10:00 AM 

Please attach any additional information to support your request :

Need tables and chairs as well as the sound system for the events next year.

Municipal Grants Program 1

Part E - Confirmation of authorized representative(s).

E.1 - Authorization

- I have reviewed the entire request, and all information provided is true and accurate to the best of my knowledge and understanding.
- I am authorized to sign on behalf of this organization.

E.2 - Name and title of the signing representative submitting this request for the Municipal Grants Program on behalf of your organization.

Eric Collard, Executive Director

Thank You

You will receive an email confirmation that includes a PDF copy of your completed application. Applications are reviewed by the Municipal Grants Committee.

Applicants will be notified of the decision of the Committee.

Notice of Collection - Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to) your name, contact information, and any comments, is collected and will be used in accordance with MFIPPA and all other relevant privacy laws. All information received will only be used by City staff for the purpose it is collected. Questions regarding the collection, use, and disclosure of your personal information should be directed to the City Clerk, 1560 Laurier St, Rockland ON, K4K 1P7, 613-446-6022, ext. 2300, mouellet@clarence-rockland.com.