

# 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 :** \*

Renée Gratton

**B.2 - Organization name :**

TVC22

**B.3 - Event name :** \*

LIVING LAB WORKSHOP

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

**B.5 - City:**

Rockland, ON

**B.6 - Postal Code:**

K4K1C3

**B.7 - Website :**

www.tvc22.ca

**B.8 - Telephone:**

6134466037

**B.9 - Extension**

**B.10 - Email \***

dg@tvc22.ca

**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?**

Varies from 6 up

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

29 organisations + individus

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

Old and Current Mission Statement:

The mission of TVC22 is to highlight the Clarence-Rockland and surrounding community through the production and dissemination of TV projects that speak to the concerns of the local population while encouraging community involvement in the different stages of production.

Proposed changes to our mission, under review for approval at the November 28, 2024 Annual General Meeting:

TVC22's mission is to strengthen its regional community links by fostering the value of diversity, equality, inclusivity and sustainable development in our multimedia programming and services

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

Clarence-Rockland benefits from TVC22's community-based productions and services

Public, Educational and Government Access Community Service, as we:

- Provide not-for-profit community services by and for the people
- Co-create physical and virtual community labs for learning and development, innovation and living well
- Foster sustainable development through regeneration, integration and collaboration

Integrated Information and Communications Technologies Access, as we:

- Co-develop an integrated multi-media broadcasting platform for rural communities
- Provide reliable health, safety and environmental information in French and English
- Support emergency services communications to the extent possible

Localism, Civic Journalism and Engagement, as we:

- Engage in Canada's Local Journalism Initiative Program
- Share local knowledge, values, resources and skills for continued community improvement
- Facilitate important open dialogues and motivating discussions

Diversity, Equity and Inclusion (DEI), as we:

- Reflect local experiences and ensure diverse voices and opinions are seen and heard
- Adopted the Innovation, Science and Economic Development Canada's 50-30 Challenge
- Continuously improve on our DEI gold level assessment by the Information and Communications Technologies Council

**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?**

The living lab conference initiative will focus on an integrated development process of a living lab. - regional interaction spaces, in which stakeholders will form a public-private-people partnerships (4Ps) model of companies, public agencies, universities, users, and other stakeholders, all collaborating for creation, prototyping, validating, and testing of new technologies, services, products, and systems in real-life contexts.

Conference targets:

- Kick start to the collaborative design process
- Involve multi-disciplinary stakeholders for various inputs
- Provide an opportunity to discuss the most sustainable solution possible
- Minimize bottlenecks of the preliminary stage
- Encourages consensus on living lab goals, priorities and timelines
- Discuss measurable and quantifiable matrices.
- Work-out multiple conceptual plans
- Facilitate planning of strategies to avoid surprises
- Optimize collective assets and resources
- Provides opportunities to discuss specific alternatives and improvements
- Provide an opportunity to improve and add lessons learnt from previous similar project

**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.**

Please note that this is a very preliminary budget, to be

Organizing & Reporting: 8hrs/week X 10 weeks @ \$50/hr = 4,000

Administration Support: 8hrs/week X 10 weeks @ \$35/hr = 2,800

Consultant Fees: 8hrs/week X 3 Consultants X 10 weeks @ \$150/hr = 36,000

Marketing Designs & Social Media : 40hrs @ \$50/hr = 2,000

Printing : 100

Venue : 10,000

Event App: 1,500

Food & Beverage : 6,000

Consultant Fees : 10,000

TOTAL: 72,400

**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

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## 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](mailto: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

5,000.00

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

Although an ambitious initiative, the co-creation of a Living Lab is key to the sustainability of our organization (and that of regional sustainable cities and communities). Especially as the 2026 forecasts for Ontario NFPs is increasingly challenging; community media need struggle with federal C-18 regulation impacts such as Meta blocks; and TVC22 will need to move its facilities currently located in a Clarence-Rockland facility in the near future.

Not approving the amount will add to the challenges the organization faces with all levels of governments, and the progress made for its post-pandemic recovery will be lost. Which in turn could result in employment and/or program cuts.

**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.)**

Yes - administration costs will not exceed 30%

**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 event exact dates have not been determined. However, depending on feedback to come from the November 28, 2024, and the response we receive from the UCPR, municipalities and other stakeholders, we plan on holding the event in the Spring of 2025. The date will also be influenced by venue availability.

As noted previously, the funding is for a 2 day conference, towards the co-creation of the first living lab for community use and innovation.

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

Any regional residents from youth on, nonprofits, entrepreneurs, small medium enterprises, and decision makers : Estimating 500 groups

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

For civic organizations (charities, nonprofits, , elected officials, candidates, and strategic decision-makers: Provide an innovative platform model anchored in the principles for regeneration and for the rural policies of the organization for cooperation and economic development (OECD).

For UCPR and municipalities' chief administrators: Help with the priorities identified in the March 2024 Pivota Momentum Progress Report)

- Strengthen capacity for growth
- Cost-effective service management and operations
- Effective risk and incident management
- Support urban-rural interdependencies

For all, including citizens

- Access to information, communications
- Access to integrated learning and sustainable development
- Organizational and systems project and change management support

**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.**

Videotron - Additional amounts to the CRTC driven obligations is requested every year based on performance factors

Radio GoFM : 21,000 (based on 2024 in kind amount)

Google Grant : 50,000 (community media )

Employment and Social Development Canada / Information and Communication Technologies Council

Student Grant : 15,000

Note are currently applying for various grants

- Trillium Community Grow Grant
- FedDev Enterprise Financing
- Others to be confirmed

As well, one of the aim of the November 28 workshop is to gather partners and sponsors to kick the project off with the 2 day conference in 2025.

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

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## 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**

Department Leaders

**Date of activity :**

**Time of activity**

**Please attach any additional information to support your request :**

Information of the living lab information submitted to the UCPR and introduced on november 28, 2024 event, which we will build on in 2025  
<https://docs.google.com/presentation/d/1pS6asY9rk0-cl9OPy-PPqwne6iX1qKbTcWpEMp6qiYQ/edit?usp=sharing>

Community Living Lab Workshop of November 28, 2024, posted on Eventbrite  
<https://www.eventbrite.com/myevent?eid=1063428506289>

More on living labs and business value  
<https://vitaegroup.ca/vitae/living-labs/>

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## 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.

Renée Gratton, Director General

# 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](mailto:mouellet@clarence-rockland.com).