

# 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 : \***

Stephanie Marcil

**B.2 - Organization name :**

Rockland Community Garden

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

Growing Green: Gardening & Sustainability Fair

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

2357 Old Highway 17

**B.5 - City:**

Rockland

**B.6 - Postal Code:**

K4K1K7

**B.7 - Website :**

<https://www.rocklandcommunitygarden.ca/growinggreen>

**B.8 - Telephone:**

613-240-8450

**B.9 - Extension**

**B.10 - Email \***

stephanie.marcil@gmail.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?**

20+

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

30+

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

Our vision is to have a welcoming, peaceful, and prosperous natural space for community members to grow food, learn and share knowledge, work collaboratively, and build and strengthen community connection.

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

Community gardens, in general, contribute to overall physical and mental wellness for those participating. Our community garden not only seeks to provide this space for the general wellness of its members, but we also contribute to local food security through our donation program. Health professionals are beginning to prescribe community participation and outdoor activity to those reporting depression and other ailments. Our community garden may eventually become just what the doctor orders, so the more we grow and establish ourselves in the community, the better!

**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?**

Engage and stay connected with the community during our garden's off-season.

Grow this event into an annual anticipated event for the community.

Highlight local businesses and organizations that participate in and exemplify sustainable practices and products.

Educate our community on the importance of sustainable activities and products for our health, wellness and environment.

Promote the community garden and continue fundraising to expand our membership, food donation programs, and efforts to implement accessibility features.

**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 event is primarily a fundraiser to support the Rockland Community Garden's projects and to foster connection with our community, so there is no money earmarked in the community garden's budget to put on this event.

We were fortunate to secure a sponsor for last year's inaugural event that covered advertising costs. We are actively seeking sponsorships and other beneficial partnerships to help with costs.

TVC22 has provided us with a significant discount on advertising services.

We hope if the event proves successful, once we finish with community garden projects, we can reinvest the funds raised by the event into the event itself and into the community at large.

**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

3,150.00

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

We will not have reflected the constructive feedback received from attendees last year. We will not be able to attract quality seminars and webinars and risk losing those who supported us in good faith the first year. The event will not grow and attract residents to attend if we do not invest in improving our advertising reach.

**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

**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).**

For the March 2, 2025 event, we are seeking the following support to help establish Growing Green as a must-attend annual event:

1. Optimist Hall rental (already booked and was free last year as we were event "partners")
2. Tables and chairs for participants within L'Escale (was free last year as we were event "partners" and we helped set up and clean up).
3. Hanging our signs that the City has in storage 1 month in advance of the event (and not having them rotate with a competing advertisement).
4. Advertising through City social media (done last year as event "partners") and invitations to elected officials.
5. Advertising with TVC22 and Radio CJRC
6. Additional directional road and onsite signage (as expressed by participants within our 2024 feedback survey), date stickers to cover the old reusable signs, and onsite communication board
7. We were provided feedback last year that to secure quality seminars and workshops, we will have to pay for them. Last year everyone who provided a seminar did so for free to try and help the event because they believed in what we were doing. Attendees had to pay for workshops. We are seeking support to invest in quality seminars and to make at least one workshop free for attendees.

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

Anyone who chooses to attend the event! Last year we brought in attendees from outside Rockland! The bigger and better the event, the more we will be able to welcome volunteers to help and get engaged in community activities.

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

As per attendee feedback, increased road and onsite signage will increase awareness leading up to the event and help attendees find the location more easily.

Attendees will benefit from quality seminar presentations and workshops to increase their knowledge of various "on-theme" topics. Seminar leaders will feel valued and inclined to continue participating and helping the event grow.

The community garden will continue to benefit from funds raised to implement expansion and accessibility projects and further generate awareness about our organization, ideally creating new partnerships and ways to further connect with 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.**

This is a duplicate question from B20. As is the question above this one.

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

**File Name**



Growing Green 2025 Budget.pdf

60.2 KB

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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 :**

We're honoured to invite you to our second annual Growing Green: Gardening & Sustainability Fair on Sunday, March 2, 2024, between 10 am and 4 pm at L'Escale High School.

Join us as our community gathers around a passion for gardening, nature, and sustainable living in support of the Rockland Community Garden. Sign up for a seminar or workshop, check out our upcycle sale and swaps, or simply peruse and shop the quality vendors!

Your attendance and support are greatly appreciated!

Thank you,  
Stephanie Marcil  
Community Building Director & Growing Green Founder  
Rockland Community Garden

**Employees present during activity :**

- Yes  
 No

**If yes – Please indicate the numbers of employees requested**

Already speaking with Martin about partnership and attendance

**Date of activity :**

3/2/2025



**Time of activity**

10:00 AM



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

There is no function here to attach anything, although I would have attached a few more reference products.

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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.

Stephanie Marcil, Community Building 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](mailto:mouellet@clarence-rockland.com).