

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).

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Part B - General Information

B.1 - Contact name : *

Elaina Martin

B.2 - Organization name :

aimé Queer music + art Festival Retreat & Ottawa
Trans Library

B.3 - Event name : *

aimé Queer music + art festival retreat at Hammond Hill

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

Local office (1950 Landry St. Clarence Creek) or main office 1104 Somerset St W, Ottawa (OTL)

B.5 - City:

Clarence Creek

B.6 - Postal Code:

K0A 1N0

B.7 - Website :

@aimefestivalretreat (ONLY an instagram page for now) or www.ottawatranslibrary.com

B.8 - Telephone:

8195768972

B.9 - Extension

B.10 - Email *

elaina.martin1969@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?

50 volunteers over the weekend and we could always use more

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

We have hundreds of folks in our membership

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

aimé is a gathering of the Queer and Trans community in the area in a safe and welcoming environment, to enjoy music + art and programming for the entire family. A movement to highlight and support Queer artists and the equality we strive for.

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

Marginalized families in Clarence-Rockland will be given free access to our event to break any barriers they may have in attending. We are also programming activities, workshops, and entertainment that will strengthen and empower the Queer community attending our event. 2SLGBTQI+ Youth will have many opportunities for volunteering at our event and to take part in this prideful event created just for them in their own community. For the first time ever at this unique event, Queer families and those they love in the Clarence Rockland community will be able to create memories of a life time by attending this festival. They will be able to see that there are families just like theirs, creating a sense of belonging that is mostly lacking these days in the world. Children under the ages of 13 are complete free to attend. Our programming is appropriate all ages of member of the 2SLGBTQI+ community, from toddlers to seniors, there will truly be something for everyone to enjoy. IN a comfortable, safe and enclosed wilderness eco environment at Hammond Hill.

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?

We want the 2SLGBTQI+ community to feel seen, heard and included. To feel cared for, planned for and to be comfortable and safe while sharing this unique experience with their Queer community and families. By queers for Queers, this event will be the biggest celebration of Queer families outside of Capital Pride Festival in Ottawa. We want to provide an experience that Queer folks don't often get to experience for fear of judgement, safety, and homophobia. We strive to provide equality and acceptance.

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.

We are currently gathering sponsors and selling tickets, will provide up-to-date document before committee meeting.

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 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

\$5000 (cash and in kind)

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

The organization is relying on sponsorships, donations, grants and tickets sales to cover the cost of creating this event, a safe space for the 2slgbtqi+ community to gather for a weekend of art and music. Any grant funds and/or in-kind donations given help to ease the pressure and uncertainty as, otherwise, we will otherwise be relying on ticket sales alone. We do not expect to make any profit on this event, especially this pilot year, and are hopeful that we will be able to cover all expenses.

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.)

Administrative costs are low because our production team members are all volunteers, providing all administrative services for free, almost all "staff" onsite will be volunteer, the only exception being hired security officers

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).

We are seeking funding in two parts, 1) for the in-kind items listed below in the application; which, if approved, will help ease the financial burden on the organization, and 2) funding to help defray the costs of bringing in additional Accessible portable washrooms and wash stations, as well as some of the costs of professional security personnel required to ensure the safety of all attendees on site.

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

the attendees of the aimé queer music + art festival retreat, but also the members and attendees from the Clarence- Rockland area who will feel proud to have their city acknowledge and support an event just for them.

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

All grants, donations and sponsorships help our organization to:

- 1) keep the price of tickets as low as possible in order to make the event financially accessible for marginalized community members.
- 2) Provide additional accessible washrooms and wash stations, and increase our level of inclusivity for community members who experiences mobility challenges.
- 3) As safety and security are top priorities for our event, bringing in a professional security team will help all of our attendees to feel safe and able to relax and thoroughly enjoy the festival, knowing that the space is protected from anyone who may have ill intent towards the 2SLGBTQIA+ 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.

Currently gathering sponsors and selling tickets, will provide up-to-date document before committee meeting

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 10)

Picnic tables (wood only) : (maximum 6)

Folding tables (plastic) : (maximum 40)

Chairs : (maximum 20)

Barricades (yellow - recreation) : (maximum 15)

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

Orange cones: (maximum 10)

Black risers : (maximum 4)

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 :

aimé Queer Festival and Retreat, with the Ottawa Trans Library, would be proud to have the Mayor and City Counsellors attend our event on Saturday, September 13th. We hope that everyone is as excited as we are to bring this unique event to Clarence-Rockland in a time when a safe space for the 2SLGBTQIA+ community is needed more than ever before.

We aim to shine a light on one of Clarence-Rockland's tourism jewels, Hammond Hill, and put the municipality of Clarence-Rockland on the map for Queer families from all over Ontario and Quebec; all while providing a beautiful showcase of eclectic Queer talent in a safe, family-friendly environment, and showing 2SLGBTQIA+ community members that live in Clarence-Rockland that they are not alone.

Our volunteer team would like to thank you for your support so far, and look forward to working together to bring this wonderful event to life.

Employees present during activity :

- Yes
 No

If yes – Please indicate the numbers of employees requested

Date of activity :

6/14/2025



Time of activity

11:00 AM



Please attach any additional information to support your request :

The main event day is Saturday, September 14th. Camping is available from Friday through Sunday (2-night stays only).

We have made arrangements for set up to begin on Thursday, September 12th, and final tear down (removal of equipment) to happen on Monday, September 15th.

Drop off of in-kind items provided by the City may be during business hours, between 12:30pm and 4:30pm on Thursday for drop off, and between 9am and 4:00pm on Monday.

Thank you!

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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.

Elaina Martin

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.