

Milton Small Grant Program Guidelines 2022



Purpose and Background

The Milton Small Grant Program is available to Milton residents or not-for-profit organizations involved in planning small scale, citizen-led activities that will enhance the well-being of Milton residents. It will advance the [Culture Plan's](#) mission which speaks to the role of the Town in collaborating and investing in Milton's diverse people and places in order to elevate local capacity, talent, experiences and relationships.



The Milton Small Grant Program was approved in November, 2021 by [Town of Milton Council](#) as a 2-year pilot initiating Spring 2022. The program is funded through an annual allocation of up to \$20,000 from the [Milton Community Fund](#), which in-turn receives funding from the [Ontario Lottery and Gaming Corporation \(OLG\)](#)'s Mohawk location for the benefit of the community. The Town of Milton is grateful to the OLG for their financial contribution to our municipality.

Relationship to the Town of Milton's Strategic Plan

The purpose of the Milton Small Grant Program is in keeping with the Town's strategic plan goal of a vibrant and connected community via the Milton Community Fund. The program assists the Town in achieving a complete, sustainable and livable community where people live, work, learn and play.

Eligibility of Applicants

The Milton Small Grant Program aims to support Milton residents or not-for-profit organizations providing events and activities that encourage relationship building among community members and opportunities for connection, knowledge sharing, cultural exchange, and community-building within the Milton community.

Applicant Requirements

Applicants applying for the Milton Small Grant Program must meet all of the following criteria:

1. Be a Milton resident or a Milton-based not-for-profit organization.
 - **Not-for-profit organizations** - must operate under the authority of an active volunteer board/executive/organizing committee of at least five (5) members with a minimum of four (4) members not related by blood or marriage.
 - **Not-for-profit organizations** - must have a minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers.
2. Have completed all program requirements associated with a previous grant received from the Milton Small Grant Program or Milton Community Fund.
3. Have completed and submitted a Milton Small Grant Program Application Form prior to the deadline of **Friday, November 11, 2022 at 4:30 p.m.**; unless application closure occurs at an earlier date due to fund depletion.

Community Services Department, **Mailing Address:** 150 Mary Street, Milton, ON, L9T 6Z5

For more information, contact the Milton Small Grant Program Administrator, **Phone:** 905-878-7252, ext. 4905,
Email: miltoncommunityfund@milton.ca

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Act, 2001, Section 11, and will be used to evaluate and recommend funding allocations for the Town of Milton, Community Services Department programs. If you have questions about this collection, please contact the Milton Small Grant Program Administrator, 150 Mary Street, Milton, ON L9T 6Z5, 905-878-7252, ext. 4905.

Last Updated: March, 2022

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Funding Opportunities

The event / activity for which funds are requested must:

- Take place in, or directly benefit the Milton community;
- Provide for community building, an opportunity for connection, knowledge sharing and relationship building;
- Be free to attend, accessible and welcoming*; **and**
- Be held on public property, or private property that has had publicly advertised rental rates/space available to the public for one year or more (in person events).

* A welcoming event / activity (in the context of the Milton Small Grant Program) means that some aspect of the event / activity must be open and available for the Milton public to attend, and is not for an exclusive group / membership to attend only.

To be considered eligible for funding, the principle reason for the event / activity must be:

- Knowledge sharing (i.e. arts and culture workshops / events, cooking demonstrations, games nights, storytelling workshops);
- Support for vulnerable or isolated community members;
- Health and wellness workshops, gardening events;
- Neighbourhood street or block parties; **or**
- Walking tours.

Applicants are to be mindful of the following conditions:

- The examples above are not a complete list; all ideas that meet and align with the program's purpose are welcome to be submitted for funding consideration; **and**
- Not-for-profit organizations can only receive funding from either the Milton Small Grant Program **or** the Milton Community Fund in a calendar year.
- Funding cannot be used for rental of Town of Milton assets.

Events / Activities not eligible for funding

The following events / activities are not eligible for funding:

- Applications from business or social enterprises;
- Requests to reimburse individuals for time invested;
- Activities that do not directly benefit Milton residents or community;
- Fundraising events or drives; **or**
- Religious or political activities.

Applicants not eligible for funding

The following applicants will not be eligible for funding:

- For-profit organizations;
- Foundations that raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies;
- Universities, colleges, schools and their associated/auxiliary groups or agencies;
- Organizations considered to be within the social service sector;
- Organizations whose activities could be deemed discriminatory as defined by the Ontario Human Rights Code;
- Organizations whose purpose is related to religious or political activity; **or**
- Applicants that are not in good financial standing with the Town of Milton.

Review / Approval Process for Grant Applications

- Applications are reviewed by Town Staff to assess eligibility and alignment with the program's purpose.
- Grant decisions will be informed through assessment of the activity plan, target audience, required budget, and fit with the program's purpose.
- The Town will determine the amount of funding to be distributed to applicants approved for funding (including full or partial funding).
- Submission of a completed application does not guarantee funding.
- All decisions are final.

Notification of Application Status

- Applicants will be notified of their application status within 10-business days of submission.
- All grant recipients will receive written notification regarding the amount and specific uses of the funding, any funding conditions, and applicable agreement requirements.
- At the conclusion of the event / activity, funding will be issued upon submission of a post-event summary which demonstrates adherence to the Milton Small Grant Program requirements (including a brief description of the event / activity, the impact on the community, total amount spent, and expenses funded by the program).
- Grant recipients may be subject to a Town of Milton audit.

Available Funds

The total funding available for cash grants from the 2022 Milton Small Grant program is \$20,000 with a maximum applicant allocation of \$400.

Timing for Use of Funds

Grant recipients must use the funding on or before December 31, 2022.

Application Submission Details

Applications must be submitted a minimum of 10 business days prior to the event / activity.

Submission Deadline: Applications will be accepted until **Friday, November 11, 2022 at 4:30 p.m.** As this grant is allocated on a first-come first-served basis, should the allotment of program funding be depleted prior to the application closure date, the application window will be closed for the remainder of the year.

Submission Details: The online application form may be filled-out at www.milton.ca/MiltonSmallGrantProgram.

Additional Information

Contact: Community Services Department
Phone: 905-878-7252, ext. 4905
E-mail: miltoncommunityfund@milton.ca
Web: www.milton.ca/MiltonSmallGrantProgram