



# Town of Prescott Community Grants Program

## 2026 Grant Package – Intake #1

### Program Overview:

- The application for this in-take period is **due December 19, 2025 at 3:00 p.m.**
- It must be received by drop off, online form, email, or mail.
- Applications will be reviewed for completeness, accuracy, and compliance with these guidelines. Incomplete applications will be returned with a list of additional information required.
- Applications will be presented by staff to the Community Grants Working Group for consideration and evaluation. Assessing applications against the eligibility and evaluation criteria, the group will prioritize recommendations.
- Recommendations will be forwarded to Council for consideration. Community Grant awards may be reduced in value, at the discretion of Council, to support a wider range of applicants.
- Notification to every applying organization will follow.
- **Funds for this intake must be spent by December 31, 2026**

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# 2026 Community Grant Guidelines

## PURPOSE OF GRANT

The Prescott Community Grant Program is intended to support not-for-profit and/or volunteer-driven organizations serving Town residents through limited financial support, user fee reductions, and/or in-kind support. The Town of Prescott provides these grants in order to:

1. Support inclusive, accessible programming and delivery of services which reduce social, economic, cultural, or physical disadvantage, and/or improve the quality of life to benefit residents.
2. Strengthen volunteer-led and non-profit organizations.
3. Encourage tourism projects that draw visitors and promote Prescott as a destination.

## FUNDING STREAMS AND PRIORITIES

The program supports three funding streams:

### A. Youth Programming Stream

- Supports programs or events that engage children and youth.

**Examples:** sports programs, arts workshops, youth leadership events, recreation opportunities.

**Priorities:** inclusion, skill-building, mental/physical health, leadership development.

### B. Strategic Plan Alignment Stream

- Supports general community-building projects, events, and volunteer initiatives.

**Examples:** community events, beautification projects, local heritage preservation, volunteer training.

**Priorities:** community connection, volunteer sustainability, local engagement, enhancing community safety, security, and well-being.

### C. Tourism Initiatives Stream

- Supports events or projects that attract visitors and promote Prescott's profile as a destination.

**Examples:** festivals, waterfront activities, historical or cultural events, promotional partnerships.

**Priorities:** economic impact, regional marketing, collaboration with local businesses.

## FINANCIAL GRANT REQUEST ELIGIBLE APPLICANTS

The organization applying must satisfy the following requirements:

- Your group is a registered charity with the Canada Revenue Agency, an organized, unincorporated, non-profit organization. Examples - service clubs, volunteer groups, educational institutions, sports groups and associations, and community groups providing services to the municipality.
- Your organization:
  - Is governed by a volunteer board or executive committee of 5 or more members
  - Holds an annual general meeting, at which the Board of Directors or executive committee is elected from the general membership through a democratic election process
  - May submit only one application per funding in-take period
- Is based within Town of Prescott and/or provides services to residents of Prescott.
- Has sources of funding other than this grant
- Has a bank account registered in the name of the organization or event. Cheques will not be issued to individuals acting on behalf of the organization, project or event.
- Applicants in good financial standing with the Town.

An application by an individual may be considered if the request is for an activity that cannot be brought forward by a community organization who meets the application requirements, or when applying for support toward a new, first-time initiative, project, or community event.

## IN-KIND/FEE WAIVER GRANT REQUEST ELIGIBLE APPLICANTS:

- Registered non-profit organizations, community associations, or volunteer-led groups operating within Prescott.
- Organizations with a demonstrated benefit to Prescott residents or visitors.
- Applicants in good financial standing with the Town.

## ELIGIBLE COSTS & PROJECTS

1. Projects – Organizations can apply for one-time funding related to a specific project of significant benefit to the Town of Prescott. Demonstrated benefit could be cultural, social, humanitarian, environmental, recreational, an economic impact, increase community participation or education, and/or enhance the image of the Town.

2. Enhancement of Organization Effectiveness and Service – This category will assist with start-up funding or provide support/development funding for:
  - a. Internal training programs/personal development opportunities for members (i.e. coaching clinics, certification programs, skills and techniques workshops, etc.)
  - b. Equipment needs (training equipment, program equipment)
  - c. Travel to participate in provincial, national, or international activities necessary to the work of the organization
  - d. Expansion of an organization's services
3. Service/Program Delivery – To support the on-going provision of a program or service.
4. Community Events – This category of funding will assist organizations planning to host events (festivals, concerts, tournaments, conferences, workshops, etc.) open to the Prescott community. The event should be educational, celebratory, or provide an activity that would not otherwise occur in Prescott without the applicant providing it.

## INELIGIBLE EXPENSES

The following activities will not be eligible for funding:

1. Flow through funding (where the intent is to redistribute the funding to others)
2. Religious or political activities
3. Activities deemed to be discriminatory
4. Debt retirement, depreciation costs, retroactive or deficit funding
5. Expenses that have already incurred
6. Invitational or discretionary travel
7. Administrative expenses such as wages, office supplies, etc.
8. Building or capital expenses including repairs, maintenance, replacements, etc.

## ELIGIBLE IN-KIND SUPPORT

In-kind support refers to non-monetary contributions from the Town of Prescott toward the applicant's project, enhancement, service, program, or community event.

These supports may include:

1. Use of municipal property at reduced or no cost
2. Waiving of permit fees
3. Municipal staff support
4. Use or loan of some Town-owned equipment and/or material and volunteers

from your organization may be required to assist staff in providing in-kind support (i.e. picking up materials). Examples could include but are not limited to:

- Use of stage
- Use of tables/chairs
- Use of tablecloths
- Printing/photocopying
- Advertising efforts

In-kind support contributions may be requested with or without financial contribution requests.

Organizations requesting in-kind support must meet the eligibility requirements and submit the application as set out in this document.

Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged.

User fees for permits and facility use are intended to offset the operating costs of each municipal facility, service, or department. All approved in-kind contributions are funded by taxpayers. As such, the Town of Prescott tracks revenues and expenses associated with all approved requests.

## LIABILITY

The Town of Prescott assumes no responsibility for the activities of the organization of group, and takes no responsibility for dealing directly with vendors on behalf of the organization.

All organizations with a successful Community Grants application are required to ensure adequate levels of property and general liability insurance naming the Corporation of the Town of Prescott as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Town of Prescott, either through the CAO's office or by Council resolution.

## EVALUATION CONSIDERATIONS

The following criteria will be used to evaluate each application:

1. Demonstrated need for the service, activity, project, program or event in the community
2. Number of local residents served, and duration of activity
3. Ability of the organization to carry out the proposal and achieve desired outcomes (established track record, well developed proposal)

4. Clear goals and expected outcomes
5. Uniqueness of service (no duplication of service; may complement existing service)
6. Number of local volunteers
7. Level of community involvement and/or community partnerships
8. Evidence of financial need for a community grant
9. Addressing barriers to services for Prescott residents at disadvantage
10. Ability to sustain initiative at the end of the funding period
11. Level of community response and ongoing support to the organization, project, enhancement, service, program, or community event

## SCORING RUBRIC

Applications will be assessed per stream in the following rubric:

| Stream                   | Category                       | Description                                                                                            | Weight (%) | Score | Reviewer Notes |
|--------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------|------------|-------|----------------|
| <b>Youth Programming</b> |                                |                                                                                                        |            |       |                |
| Youth Programming        | Community Impact               | Clear benefit to local youth; addresses identified need; inclusive and accessible participation.       | 30         |       |                |
| Youth Programming        | Alignment with Town priorities | Supports recreation, leadership, wellness, and inclusion priorities in the Town's strategic direction. | 25         |       |                |
| Youth Programming        | Feasibility                    | Realistic plan, achievable outcomes, clear timeline and budget.                                        | 20         |       |                |
| Youth Programming        | Capacity                       | Demonstrated ability to deliver the program; experience, partnerships, and volunteer support.          | 15         |       |                |
| Youth Programming        | Innovation/Collaboration       | Encourages creativity, new opportunities for youth engagement, or collaboration with other groups.     | 10         |       |                |

|                             |                                       |                                                                                                 |    |  |  |            |          |
|-----------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------|----|--|--|------------|----------|
| <b>TOTAL</b>                |                                       |                                                                                                 |    |  |  | <b>100</b> | <b>0</b> |
|                             |                                       |                                                                                                 |    |  |  |            |          |
| <b>Strat Plan Alignment</b> |                                       |                                                                                                 |    |  |  |            |          |
| Strat Plan Alignment        | Community Impact                      | Demonstrated community benefit; increases local participation, engagement, or beautification.   | 30 |  |  |            |          |
| Strat Plan Alignment        | Alignment with Town priorities        | Supports civic pride, volunteerism, heritage, or community development goals.                   | 25 |  |  |            |          |
| Strat Plan Alignment        | Feasibility                           | Clear, practical plan with achievable outcomes and realistic costs.                             | 20 |  |  |            |          |
| Strat Plan Alignment        | Capacity                              | Experience with volunteer coordination, project management, and sustainability.                 | 15 |  |  |            |          |
| Strat Plan Alignment        | Innovation/Collaboration              | Builds partnerships, enhances volunteer retention, or introduces creative community approaches. | 10 |  |  |            |          |
| <b>TOTAL</b>                |                                       |                                                                                                 |    |  |  | <b>100</b> | <b>0</b> |
|                             |                                       |                                                                                                 |    |  |  |            |          |
| <b>Tourism Initiatives</b>  |                                       |                                                                                                 |    |  |  |            |          |
| Tourism Initiatives         | Impact & Alignment (Tourism/Economic) | Project enhances tourism or cultural engagement; measurable visitor/economic benefit.           | 30 |  |  |            |          |
| Tourism Initiatives         | Feasibility & Readiness               | Realistic plan, timeline, and resources for tourism initiatives.                                | 25 |  |  |            |          |



|                     |                              |                                                          |            |          |  |
|---------------------|------------------------------|----------------------------------------------------------|------------|----------|--|
| Tourism Initiatives | Partnerships & Collaboration | Collaboration with local businesses or tourism partners. | 20         |          |  |
| Tourism Initiatives | Organizational Capacity      | Experience and capacity to deliver tourism projects.     | 15         |          |  |
| Tourism Initiatives | Budget & Financial Need      | Budget clarity, including revenue or in-kind support.    | 10         |          |  |
| <b>TOTAL</b>        |                              |                                                          | <b>100</b> | <b>0</b> |  |

## APPLICATION FORM REQUIREMENTS

There will be two (2) in-take periods per year. Generally, applicants are encouraged to apply in only one in-take, to cover requests for the year. Application deadlines will be published annually, typically occurring in December and June. At the first in-take, up to 85% of the funding will be allocated, and the remaining 15% at the second in-take.

Failure to meet these requirements will result in the application not being considered:

- Application must be complete and legible
- Submitted prior to the deadline of December 19, 2025 at 3:00 p.m.
  - Mail:
 

Corporation of the Town of Prescott,  
Attn: Samantha Joudoin-Miller  
360 Dibble Street West, P.O. Box 160  
Prescott, Ontario, KOE 1T0
  - By Email: [sjoudoinmiller@prescott.ca](mailto:sjoudoinmiller@prescott.ca)
  - Online Form: <https://form.jotform.com/ofPrescott/community-grant-program-intake-1>

## APPROVAL

Organizations will be notified by email by the Community Services department or designate; the letter will indicate whether the applicant was successful, or not; and identify the total amount of funds and/or in-kind support awarded.

## NOTIFICATION & REPORTING

Notification and acceptance will take place after the annual municipal budget process. The Town of Prescott budget process timelines can vary, and applicants



need to take into account that approvals may not be granted in a time that suits the particular needs of the organization, project, or event.

The Town of Prescott may at any time wish to verify the approved funding and therefore a site visit or further information may be required. If the organization has not spent the funds by December 31, 2026 for the specific approved use, the funds are to be returned to the Town of Prescott.

The successful recipient will keep proper books and records of the grant received, project activities and of all expenditures using grant funding. A report identifying how the funds were used is required to be submitted to the Town of Prescott by December 31, 2026.

Following the completion of the project, enhancement, program or event, the approved applicant must also submit a post-project report which explains all costs and revenues, and outcomes, or how the funds or in-kind supports were used as benefit to the Town of Prescott. Failure to submit this information may result in the refusal of future grants to your organization. Please describe project outcomes, such as number of those benefiting from the project, attendees to an event, economic impact, etc. If your financial report indicates a profit, please describe how these funds will be used.

## ACKNOWLEDGEMENT OF SUPPORT

Any contributions made by the Town of Prescott through funding or in-kind support shall be acknowledged on any promotional material, websites, and social media site.(i.e. "*Supported by the Town of Prescott* ")

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The applicant acknowledges that any information or documents provided by them to the Town may be released pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.

The applicant should familiarize themselves with all provincial legislation and regulations, Town by-laws, and policies or other matters that may affect their proposal.



Applications will be reviewed in an open, public meeting format of Committee and Council.



## 2026 Community Grant Application – Intake #1

### Organizational Information:

Organization Name: \_\_\_\_\_

Legal Status:

☐ Non-Profit

☐ Volunteer-Led

☐ Charity

☐ Other: \_\_\_\_\_

CRA Charitable Number (If Applicable): \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Brief Description of Your Organization (mission, programs, history):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Grant Stream Selection

Which grant stream are you applying for?

☐ Youth Initiatives

☐ Strategic Plan Alignment Initiatives

☐ Event/Tourism Initiatives

Project Title: \_\_\_\_\_



Short Description (100-200 Words):

Goals & Expected Outcomes:

Total Numbers of Members/Participants: \_\_\_\_\_

Total Number of Members/Participants from the Town of Prescott: \_\_\_\_\_

Total Number of Hours Each Participant Will Spend With The Organizations as a Result of This Grant? \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Location(s) of Project / Program: \_\_\_\_\_

Membership, Service, Client, Participant Fee: \_\_\_\_\_

What are your fundraising activities and/or sponsorship plans for the upcoming year?

**If you selected the Youth Programming Stream, please answer the questions below:**

Key activities for youth (100–150 words):

Anticipated number of youth participants: \_\_\_\_\_

**If you selected the Strategic Plan Alignment Stream, please answer the questions below:**

Key organizational activities for this project:

Number of Volunteers Involved: \_\_\_\_\_

How will this grant will help sustain or grow your organization:

**If you selected the Event/Tourism Initiative Stream, please answer the questions below:**

Describe tourism or cultural impact:

Expected Visitor Numbers: \_\_\_\_\_

Describe collaboration with local businesses or tourism partners:

## Impact & Community Alignment

How does this project address a community need?

How does this project align with the Town's priorities for your selected stream?

How will you measure success or outcomes?

## Organizational Capacity

Experience delivering similar projects (100–200 words):

Key staff or volunteers involved and roles:

Partnerships or collaborations supporting the project:





## Budget & Financial Information

Amount Requested from the Town : \_\_\_\_\_

Amount Received (if applicable) from the Town of Prescott in:

- 2025: \_\_\_\_\_
- 2024: \_\_\_\_\_
- 2023: \_\_\_\_\_
- 2022: \_\_\_\_\_
- 2021: \_\_\_\_\_

Other funding sources (grants, sponsorships, donations)

Proposed Use of Funds Breakdown:

Planned or secured in-kind contributions or volunteer support:

**Proposed Use of In-Kind Contributions from the Town** (Please provide a comprehensive list of all in-kind requests you have for Town of Prescott Resources (i.e. photocopying, use of tables/chairs, use of a park or facility at a reduced cost, road closure permit, advertising assistance, use of materials such as barricades or trash receptacles, municipal staff time, etc.)



## Supplementary Information

Financial Statement for the most recent year end. Statements must include a Balance Sheet (all assets and liabilities, including cash reserves) and an Income Statement. Please include with application if applicable.

An Operating Budget for 2025 and 2026. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Prescott as a potential revenue source. Please include with application if applicable.

Photos, brochures, or other materials supporting the application. Please include with application if applicable.

List of current board members and positions (if applicable):

|  |
|--|
|  |
|--|

## Agreement & Conditions

1. In the event that the funds are not used for the project, enhancement, program, service, or event as described in this application, or if there are any misrepresentations in this application, the full amount of the grant may be payable forthwith to the municipality.
2. Should there be any changes to the project, enhancement, program, service, or event as presented in this application, the organization must notify the Town of Prescott of such changes through the Treasurer.
3. The organization will make, or continue to make, attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper financial records of all receipts and expenditures related to the project, program, service, or event. Upon project completion, a report will be provided by the organization to the Town of Prescott summarizing the outcomes and benefits of the provided funding or support.
5. The organization will make available for inspection by the municipality, or its auditors, all financial records of the organization upon request from the municipality.
6. If the project, program, service, or event as outlined in this application does not occur, is not completed, or does not require the full amount of the municipal grant, the remaining amount is to be returned to the Town of Prescott.



7. The organization will acknowledge the support provided by the Town of Prescott in all marketing materials and on its website/social media sites.
8. The organization will send in a financial report by December 31, 2026 to show how the funds were used, and if any are remaining.

## Confirmation & Signature

I certify that to the best of my knowledge, the information provided in this application is accurate, complete, and endorsed by the organization that I represent. The organization below accepts the conditions of this grant as outlined above.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_