



**Town of Arnprior
Regular Meeting of Council: June 27 2022**

Correspondence Package Number A-22-JUN-08

Recommendation:

That the Correspondence Package Number. A-22-Jun-08 be received, and that the recommendation(s) outlined be brought forward for Council's consideration.

Action Items:

- 1. Request In Kind Support (Single) – Waive Robert Simpson Park Gazebo Rental Fees – Arnprior Braeside-McNab Seniors At Home Program (Annual Memorial Butterfly Release Event)**

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from Arnprior-Braeside-McNab Seniors At Home Program;

Whereas Arnprior-Braeside-McNab Seniors At Home Program is an eligible Arnprior Community Organization, under the Municipal Grants Policy, that supports residents in our community through home support services, transportation, and socializing opportunities to encourage independent living and enhance the quality of life of seniors and persons with disabilities; and

Whereas the Annual Memorial Butterfly Release Event is open to the public, and provides families and friends with a memorable way to honour loved ones who have passed away; and

Whereas the Annual Memorial Butterfly Release Event is free of charge to attend, with the option to purchase a butterfly to release into the wild during the ceremony;

Whereas all proceeds raised at this event go to support Arnprior-Braeside-McNab Seniors At Home Program, which in turn supports the community served by the many programs and services they offer; and

Therefore Be It Resolved That Council approve the request for waiving the Robert Simpson Park gazebo rental fees, including chairs, tables, sound system, set up and tear down (value of \$443.00) for the Annual Memorial Butterfly Release Event, at Robert Simpson Park Gazebo on Sunday, August 21, 2022; and

Further That Arnprior-Braeside-McNab Seniors At Home Program be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Correspondence Package No. A-22-MAY-06



Town of Arnprior
 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:	Arnprior-Braeside-McNab Seniors at Home Program Inc.		
Street Address:	Towne Centre, 106McGonigal Street W. Unit A1		
City/Town:	Arnprior	Postal Code:	K7S 0C4
Contact Person:	Suzanne Giroux	Position/Title:	Development Coordinator
Telephone:	613-623-7981 x 104	Fax Number:	613-623-8927
E-mail:	suzannegiroux@cssagency.ca		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of <u>Arnprior-Braeside-McNab Seniors</u> <small>[insert name of organization]</small>		Name (print): Suzanne Giroux
	<u>Suzanne Giroux</u> <small>Digitally signed by Suzanne Giroux Date: 2022.06.08 13:37:31 -04'00'</small> <small>[signature]</small>		Position/Title: Development Coordinator +
	<u>June 3, 2022</u> <small>[date]</small>		Phone: 613-623-7981
Please provide project/event date(s) or any relevant timelines related to this request.			

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Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)	<input type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input type="checkbox"/>	
In-Kind Support (Single) (complete Part A)	<input checked="" type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	

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Part A (to be completed for all municipal grant requests)

Organization/Grant Information	
What is the function of your organization (mandate/key objections)?	
<p>In the spirit of neighbours helping neighbours, our staff and volunteers provide practice home support services, transportation, and socializing opportunities to encourage independent living and enhance the quality of life of seniors, disabled and individuals with special needs. Our main programs and services include: hot meals on wheels, frozen meals, in-town and out-of-town</p> <p>Please provide an overview of the service, program or event being supported with this funding.</p> <p>Our Annual Memorial Butterfly Release provides families and friends with a memorable way to honor loved ones who have passed away. Butterflies are purchased in advance and family and friends are invited to release them into the wild during a beautiful ceremony.</p>	
Please explain how this service, program or event benefits the Town of Arnprior and its residents.	
<p>The Annual Memorial Butterfly Release is an inclusive community event inviting people of all ages to participate in a meaningful and memorable activity in memory of loved ones. In 2019, this event was highly supported by our community, both by participation (approx. 200 butterflies released), and volunteer efforts. All proceeds from the event benefit the community by supporting the programs and services our agency offers to Seniors, the disabled and individuals with special needs.</p>	
<p>Does your organization use volunteers?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)</p> <p>We have approx. 150 active volunteers contributing to our programs and services, including event support, meal delivery, transportation programs and social programs and office support. This event would utilize approx. 10-15 volunteers.</p>

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<p>Please select target population that will benefit from this request.</p>	<p>Age Range:</p> <p><input checked="" type="checkbox"/> Children (Ages 0-12)</p> <p><input checked="" type="checkbox"/> Youth (Ages 13-18)</p> <p><input checked="" type="checkbox"/> Adults (Ages 19-59)</p> <p><input checked="" type="checkbox"/> Seniors (Ages 60+)</p>	<p>Number of participants benefitting from this request:</p> <p><input type="checkbox"/> 1-50</p> <p><input type="checkbox"/> 51-100</p> <p><input checked="" type="checkbox"/> 101-499</p> <p><input type="checkbox"/> 500-1000</p> <p><input type="checkbox"/> >1000</p>
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Does this request align with the Town of Arnprior's [Strategic Plan](#), as determined by Council? Please explain.

<p><u>Key Priorities</u></p> <ul style="list-style-type: none"> Economic Development – Attraction, retention and marketing initiatives and economic impact 	<p>Yes, with all proceeds benefiting the Arnprior-Braeside-McNab Seniors at Home Program, funds raised will go directly back into the community support services offered in our community.</p>
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<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 	<p>This memorial is an inclusive community event inviting people of all ages to participate in a meaningful activity in memory of loved ones. Highly supported by our community over the past few years. All proceeds from this event will benefit the community by supporting the programs and services our agency offers to Seniors, the disabled and individuals with special needs.</p>	
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please provide additional details below.</p>	
	<p>Dollar (\$) value received:</p>	
	<p>Service/ Program/ Festival/ Event grant support was received for:</p>	<p>In-kind support through fee waivers in regards to the use of municipal property for various fundraising and social events.</p>
	<p>Type of grant support received:</p>	<p><input type="checkbox"/> Support Funding</p> <p><input checked="" type="checkbox"/> In-Kind Support</p> <p><input type="checkbox"/> In-Kind Partnership</p> <p><input type="checkbox"/> Festival and Event Support Funding</p>
<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	<p>Only for initial set-up</p>	

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If this submission/request differs from previous year(s), please describe the difference?

Same as the past.

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Part B (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

Financial Information
Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)
Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)
Indicate if you received funding or are seeking funding from sources other than the municipality.

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Funding provided must benefit the residents of the Town of Arnprior. Please indicate how the funding would be used to benefit the residents of Arnprior.

In what way is your organization working on becoming self-sufficient?

What effect would the denial of all or a part of this request have on your organization and/or the event/activity/program/service you are applying for?

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Has your participation been greater, less or more than last year? (If Applicable)

Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$

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<u>Expenses Description</u>		<u>Budget Amount</u>
Salaries and Benefits		\$
Advertising and Promotion		\$
Entertainment		\$
Administration		\$
Facilities Rental		\$
Prizes and Awards		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Total Expenses		\$
Please attach the listed documentation to your completed application.	<input type="checkbox"/> Most recent financial statements <input type="checkbox"/> Financial statement from previous year or previous festival/event <input type="checkbox"/> Budget for program, service, festival/event <input type="checkbox"/> Proof of incorporation, if applicable <input type="checkbox"/> Proof of insurance (required if funding is approved)	
_____ (initial)	I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.	

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Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.
- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town’s logo will be included on to ensure compliance with the Town’s brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town’s support may result in the inability of an organization to obtain grant support in future years.

<p>Suzanne Giroux Digitally signed by Suzanne Giroux Date: 2022.06.08 13:35:56 -04'00'</p> <hr/> <p>(initial)</p>	<p>I acknowledge that I have read and understand the Condition of Assistance for receipt of Town of Arnprior Municipal Grants. I also acknowledge that I have read and agree to follow the Town of Arnprior’s Municipal Grants Policy.</p>
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