

TOWN OF MARATHON

Community Development Assistance Fund



Community Development Initiatives Projects

Application Package

INTRODUCTION

The Town of Marathon Community Development Assistance Fund (CDAF) is a community development assistance program funded and administered by the Town of Marathon.

PURPOSE

The purpose of the CDAF is to provide financial or monetary assistance to community development projects and events which meet the following criteria:

- (a) Projects which would require some initial financial support or ‘seed money’ to attract direct financial involvement from other levels of government and/or the private sector;
- (b) Projects which have a direct, measurable economic benefit to the community;
- (c) Events which require some form of monetary assistance to succeed.

GROUP 1 – COMMUNITY DEVELOPMENT INITIATIVES PROJECTS

Criteria

Projects classified under this group are those that:

- (a) Require some initial financial support or ‘seed money’ to attract direct financial involvement from other levels of government and/or the private sector;
- (b) Have a direct, measurable economic benefit to the community.

To be eligible for financial assistance as a Group 1 - Community Development Initiatives Project, the community group or organization undertaking the project or seeking financial assistance must:

- (a) Complete and submit a written application to the Community Development Assistance Fund Review Committee (CDAFRC) before November 30th of the current year to be considered for funding in the next budget year.
- (b) Make a personal presentation to the CDAFRC if requested;
- (c) Have been in existence longer than six (6) months;
- (d) Be incorporated if appropriate;
- (e) Be a not-for-profit organization or not-for-profit in nature;

- (f) Provide evidence of their contribution towards the project;
- (g) Have a business plan and specific cost estimates;
- (h) Provide a written report on how the financial assistance was used within two months of the completion of the event;
- (i) Make financial statements available to the CDAFRC upon request;
- (j) Return any unused portion of the financial assistance provided unless given written permission by the CDAFRC to keep the surplus funds, materials or equipment for community benefit;
- (j) Provide full disclosure of any funds, donations, or services, requested or received from any or all other sources;
- (k) Demonstrate community partnership building;
- (l) Acknowledge the Town of Marathon as a project sponsor in any marketing or advertising.

Examples of types of projects in this group might include festivals, events, tournaments, and competitions.

Administration

The Group 1 – Community Development Initiatives Projects will be administered by a joint committee of the Community Development Commission (CDC) and the Town of Marathon Administration. The committee will function under the title of Community Development Assistance Fund Review Committee (CDAFRC) and the composition of the committee will include:

- Community Development Commission Chair
- One (1) member of the Community Development Commission
- Town of Marathon Tourism and Economic Development Manager
- Town of Marathon Chief Administrative Officer/Clerk – Ex-officio

The CDAFRC will be responsible for reviewing and evaluating financial assistance requests as they are received, administering the financial contributions as agreed to, and the overall coordination of the CDAF.

APPLICATION PACKAGE

Process

1. Submit Application by:
 - Mail: Town of Marathon
Attn: Community Development Assistance Fund
Postal “TM”
Marathon, ONTARIO P0T 2E0
 - Email: edo@town.marathon.on.ca
 - In person: 4 Hemlo Drive
2. Upon application approval, applicant will receive a disbursement of ninety percent (90%) of the application amount with the remaining ten percent (10%) being disbursed upon receipt and review of the Final Report.
3. Exceptions to the process may be considered on a case-by-case basis.

Application

The following information must be provided in the application:

1.0 APPLICANT INFORMATION

Legal Name of Applicant

Operating Name

Address

Contact Person

Telephone Number

Fax Number

Email Address

Type of Organization (e.g. main product or service)

1.1 History of Organization/Association

Brief history of the organization/association (e.g. when established, by whom)

1.2 Organization/Association Profile

Brief description of the organization (number of staff and/or membership), its activities, key markets, products/services, and other characteristics.

1.3 Officers/Key Employees

Identify officers and key employees, indicating their role within the organization.

2.0 THE PROJECT

2.1 Detailed Project Description

Provide a full description of the Project.

2.2 Project Objectives

Specify objectives to be achieved by the Project.

2.3 Methodology/Timing

Identify key Work Plan activities and project timelines.

2.4 Partner Contributions

Identify all contributing partners to this project and their contributions.

3.0 COSTS AND FINANCING

Sample

Project Description	CDAF Request	Partner Contribution	In-Kind Contribution	TOTAL COST

4.0 ECONOMIC BENEFITS OF THE PROJECT

4.1 Identify anticipated economic benefits of the Project including how the Project promotes economic growth, diversification and/or job creation in Marathon.

5.0 CERTIFICATION

Please ensure all proposals are signed and dated by the appropriate signing authorities for the organization.

FINAL REPORTING CRITERIA

ANNEX 1

1. Applicant must provide the Town of Marathon with copies of invoices and copies of cheques used to pay these invoices.
2. Applicant will acknowledge the Town of Marathon on all advertisements.
3. Applicant will provide the Town of Marathon with a complete evaluation of the Project within two months of the Project's completion which will include:
 - ✓ How the financial assistance was used
 - ✓ An evaluation summary
 - ✓ The success of the Project
 - ✓ How well the Project met the criteria as stated in the Application