

TOWN OF MARATHON

Community Development Assistance Fund



Criteria and Application Requirements

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.

PROGRAM STRUCTURE

The CDAF has been subdivided into two separate and distinct groupings:

Group 1 – Community Development Initiatives Projects

Group 2 – Community Social Initiatives Projects

Each Group under the CDAF has different eligibility requirements and a different application and administration process.

Eligible organizations are only able to apply for one contribution from the Community Development Assistance Fund once per budget year per project.

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.

GROUP 2 – COMMUNITY SOCIAL INITIATIVES PROJECTS

Criteria

To be eligible for monetary assistance as a Group 2 – Community Social Development Initiatives Project, the amount of monetary assistance requested must not exceed \$500 and will generally include such items as recreation passes and small financial donations. The community group or organization undertaking the event and/or seeking financial assistance must:

- (a) Submit a written request to the Town of Marathon CDAF outlining the event they are undertaking before November 30th of the current year; what items they are requesting monetary assistance for; and what will be the outcome(s) and benefits if the monetary assistance is provided.

Examples of types of projects in this group might include community social events such as: fundraisers; sports events, tournaments, and bonspiels; and recreation events.

Administration

The Group 2 – Community Social Initiatives Projects will be administered by the Town of Marathon Administration and will include:

- Tourism and Economic Development Manager
- Deputy Clerk
- Chief Administrative Officer/Clerk – Ex-officio

Note:

Some Group 2 Community Social Initiatives Projects may be eligible for assistance even though a request for monetary assistance was not submitted prior to November 30th of the current year. Projects that would be eligible under this provision would have to demonstrate that they had limited knowledge of and planning time for the event.