



TOWN OF LAC DU BONNET POLICY

SECTION: General

NUMBER: GEN 05-25

TITLE: Community Grant Program Policy

PAGES:05

1. Intent

The Town of Lac du Bonnet is dedicated to supporting the community it serves and recognizes the valuable contributions made by not-for-profit organizations. In appreciation of their efforts, the Town is committed to offering modest financial assistance through the Municipal Grant Program.

The purpose of this program is to ensure that funding is distributed in a fair, transparent, and consistent manner to community-based organizations. This policy outlines the available funding, defines eligibility criteria, and details the application and monitoring requirements.

Policy

2. Level of Assistance

The Town of Lac du Bonnet offers three categories of support through the Municipal Grant Program:

a. Special Events & Festivals Support (In-Kind and/or Monetary)

This stream provides eligible organizations with financial and/or in-kind assistance to help host community events and festivals. All funds awarded must be used exclusively for the purpose outlined in the application. Funding under this category is not intended for capital expenditures.

b. Operational Monetary Support

Operational support offers financial assistance to help cover the day-to-day operating costs of eligible organizations. This may include expenses related to administration, programming, or service delivery.

c. Capital Acquisition Support

Capital support is available to assist organizations with the purchase of capital items or the completion of capital projects. This may include equipment, infrastructure improvements, or other long-term assets.

3. Eligibility Criteria

- a. Applicants must be non-profit community groups or organizations whose primary activities and services are focused within the community of Lac du Bonnet.
- b. Initiatives must serve the residents of the Town of Lac du Bonnet. While priority is given to activities within town boundaries, initiatives located in the surrounding area, including the RM of Lac du Bonnet, may be considered if they demonstrate a clear and meaningful benefit to the town's community.
- c. Grant applications must be submitted in writing using the prescribed forms provided by the Town. Incomplete or improperly submitted applications will not be considered.
- d. Approval of funding applies only to the year for which the application is submitted. Approval in one year does not guarantee funding in future years.

- e. Grants will only be awarded for future initiatives. Requests for retroactive funding will not be considered.
- f. Applicants must provide evidence of financial need and include a clearly articulated plan detailing how the grant funds will be used.
- g. Organizations applying for repeat funding must have complied with all reporting and accountability requirements from previous grants.
- h. Events or festivals supported through the grant program must be held within the Town of Lac du Bonnet or in nearby areas that directly serve its residents.
- i. Each organization if approved shall only be eligible for the funding for the year applied for. An approval is not a guarantee for future funding.
- j. In the case of the event or festival, it must be held within the community of Lac du Bonnet.
- k. Personal sponsorship requests are not eligible (ex. Personal/Team sporting sponsorship, social prize solicitation)
- l. Businesses and publicly funded institutions (schools, hospitals, etc.) are not eligible.

4. Considerations

Providing all criteria is met Council will take into account:

- a. Precedent – has the initiative applied for the grant in the past
- b. Local Impact – does this initiative benefit the Town of Lac du Bonnet residents directly or indirectly
- c. Degree of Need – does the request address an identified need by the community
- d. Financial Need – to what degree does the requester need the grant
- e. Funds remaining – balance remaining in the grant or donations allocation for the current year.

Meeting the eligibility criteria does not guarantee funding. The Town reserves the right to approve or deny any application at its sole discretion.

5. Applications


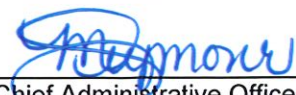
- a. Organizations seeking a municipal grant must submit a complete application on the prescribed application form.
- b. It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete applications may be denied.
- c. Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.
- d. Application period will open November 1 and close annually December 31. All applications will be date stamped on the date received.
- e. All organizations must submit a copy of their previous years financial statements with their applications.

6. Reporting

- a. Organizations receiving funding must submit a written report to the Town by December 31 of the funding year. The report must detail how the grant funds were used.

7. Payment & Acknowledgement

- a. Grant award decisions will be finalized by May 31.
- b. Approved funds will be disbursed by October 31.

Approved by:	Resolution No. 2025-423	Original Issue Date	September 25, 2025
Date of Last Issue:		Revision No:	
Signatures:	 Mayor	 Chief Administrative Officer	



Town of Lac du Bonnet Community Grant Program Application Form

SECTION 1: Organization Information

Organization Name: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Social Media Presence(if applicable): _____

SECTION 2: Grant Category

Select the type of support you are applying for:

- Special Events & Festivals Support (In-Kind and/or Monetary)
- Operational Support (Monetary)
- Capital Acquisition Support

SECTION 3: Project Description

Requested Amount: _____

Provide a brief description of the initiative, including objectives, timeline, and expected outcomes:

If requesting monetary funding please describe the proposed allocation of funds and the benefit to the community resulting from the grant that will be met if the monetary donation or grant is approved:

If requesting in-kind support please provide a description of the support required:

SECTION 4: Financial Information

Total Project Budget: \$ _____

Amount Requested from the Town: \$ _____

Other Sources of Funding (if any): _____

SECTION 5: Previous Funding History

Has your organization received funding from the Town in previous years?

Yes No

If yes, please specify the year(s) and amount(s):

Was a follow – Up report submitted to the town as required?

Yes No

SECTION 6: Required Attachments

Please ensure the following documents are attached:

- Previous year’s financial statements
- Detailed budget for the proposed initiative

- Proof of non-profit status (if applicable)

SECTION 7: Declaration

I hereby declare that the information provided in this application is accurate and complete. I understand that submission of this application does not guarantee funding.

Name: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Is the application complete: Yes No

Does the applicant meet the eligibility requirements: Yes No

Has the initiative applied for the grant in the past: Yes No

Does this initiative benefit the Town residents directly or indirectly: Yes No

Does the request address an identified need in the community: Yes No

Does the request fit within the budgeted allocation of the program: Yes No

APPROVED Amount/In-Kind Details: _____

DENIED Reason: _____

Schedule B



Town of Lac du Bonnet Community Grant Program Follow-Up Report

1. Grant Recipient Information

Organization Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

2. Grant Details

Grant Category (check one):

Special Events & Festivals Support

Operational Support

Capital Acquisition Support

Amount Received: \$ _____

Date Received: _____

3. Use of Funds

Please describe how the grant funds were used:

4. Outcomes Achieved

Please describe the outcomes or impact of the funded initiative:

5. Financial Summary

Please provide a brief summary of expenditures related to the grant:

6. Declaration

I hereby declare that the information provided in this report is accurate and complete to the best of my knowledge.

Name: _____

Signature: _____

Date: _____