



**SOUTH  
FRONTENAC**

**Township of South  
Frontenac**

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

[admin@southfrontenac.net](mailto:admin@southfrontenac.net)

## **Community Grants Policy**

### **1. Purpose**

This policy is to establish a grant process that supports and encourages community organizations and events that enrich the quality of life within the Township.

### **2. Policy**

The Township on a yearly basis will solicit applications from community organizations for projects or events supporting community initiatives. The total amount available within a calendar year will be based on what has been set within the year's operating budget. Individual allocations to organizations will be based on a pre-determined structure. Being approved in one year does not guarantee funding in the following year. Multiple intakes of applications may occur in one calendar year, depending on uptake in the funding. When multiple intakes occur in a year, different streams may be applied to in the same intake, and in subsequent intakes.

### **3. Definitions & Guideline**

Community organizations: Not for profit including unincorporated groups or registered charitable organizations who:

- operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- have the ability to show the stability or sustainability of the organization/group
- in the previous calendar year, received less than 75% of its operating budget from government grants.
- Submitted financial statements from the previous calendar year with your Letter of Intent along with a list of current officers.

### **4. Criteria for All Grant Recipients**

1. Submissions must have a well-defined purpose and take place / be completed within the calendar year of receiving the grant.
2. Submissions must meet the requirements of the application process.
3. The Grant request may be for:
  - a new, improved or expanded community service (including necessary supplies)
  - a community event
  - an acquisition, improvement or expansion of a facility or its related equipment
  - the acquisition and installation of community assets
4. Final reports from any previous year's funding must have been received in order to be considered for the current year.
5. Unspent funds must be returned to the Township following completion of the project.

**[www.southfrontenac.net](http://www.southfrontenac.net)**

*South Frontenac is a welcoming and thriving rural community*



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6. In years where there are multiple intakes, applicants may apply to subsequent intakes if the application is for a different grant stream.
7. Applicants may apply for different grant streams within the same intake.
8. Applicants cannot be in receipt of other program specific Township funding.

### **Grant Streams**

#### **1. Operating**

- Grant up to \$2,500
- Grants will not be given:
  - to cover deficit or retire debt
  - to respond to annual fundraising drives to sustain support
  - to support recurring operating expenses of established organizations or programs

#### **2. Sponsorship**

- Grant up to \$2,500
- Sponsorship funds provided must be for a specific purpose of the event (i.e. music, food, sleigh rides, etc.)
- Township sponsorship must be clearly acknowledged and promoted at the event and in all materials
- The event must be open to the community and must be free to attend, or as an alternative the proceeds are provided to a local charity

#### **3. Capital**

- Grant up to \$5,000
- The applying organization must match the grant dollar for dollar
- Can be used for the acquisition, improvement or expansion of equipment or facility owned by the applicant
- Written quotes for the work must be submitted with the application
- 50% of the approved grant will be released upon approval and the remaining 50% of the grant will be paid out upon submission of paid receipts

Preference will be given to new projects/new groups however previously approved projects/groups may also reapply and be approved for further funding if there is evidence that the program or event is developing successfully.

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## **Schedule 1: Application Process**

### **How to Apply:**

1. The Township will advertise on their website and in the local paper to announce the application process. The first intake will receive applications until **Tuesday March 31<sup>st</sup>, 2026**. Subsequent intakes will be at the discretion of the Township.
2. Download and complete the Letter of Intent form from our website.
3. Email your letter of Intent, along with all necessary financial statements to [admin@southfrontenac.net](mailto:admin@southfrontenac.net)

Or:

Mail your Letter of Intent, along with necessary financial statements to:

Township of South Frontenac

P.O. Box 100

4432 George Street

Sydenham, ON

K0H 2T0

Re: Community Grants

4. All Letter of Intents will be reviewed by staff and presented for Council approval as soon as possible. Grant decisions will be communicated soon thereafter.

### **Evaluation:**

Once all applications have been received, staff will review them and rate them on their impact to the community and the ability to support or improve the quality of life for residents.

Should multiple applicants meet the application requirements and goals of the funding, a fixed amount will be granted to each organization with any remaining funding allocated based on the percentage applied for and the total funding available.

Submissions beyond the scope of this grant process may be presented for separate consideration to Council in advance of the next operating budget review.

If you are selected for a grant, you will be asked to sign a grant agreement. Upon completion of your project or event, you are required to submit a Final report. The final report is intended

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to help you evaluate the initiative and help us evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

**Contact:** For further assistance, please contact [admin@southfrontenac.net](mailto:admin@southfrontenac.net).

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