

NPO RECOGNITION AND SUPPORT POLICY

RECOGNITION APPLICATION FORM

The [NPO Recognition and Support Policy](#) defines the eligibility and categorization criteria for organizations. Consult it here before filling out the application form.

For your recognition application to be eligible for analysis, you must complete and submit the recognition application form, along with all the requested documents.

Please note that all information and contact details submitted for the recognition process will be used by the Recreation, Community Life and Culture Department for the purposes of recognizing and supporting NPOs.

HOW TO SUBMIT THE PDF APPLICATION FORM

1. By e-mail: send the **completed form** and **all additional documents** requested (see Appendix B of the Policy) by e-mail to dir.lvc@sutton.ca.
2. In person : deposit in a single envelope a **printed version of the completed form** and a **printed copy of all additional documents** requested (see Appendix B of the Policy) at the Town Hall reception desk (11 Principale Street South, Sutton) during opening hours or in the mail box near the main entrance

« * » indicates required fields

ORGANIZATION INFORMATION

Organization name*			
Mailing address*			
Town*		Postal code*	
Phone number*			
Email*			

APPLICANT INFORMATION

First name*		Last name*	
Job position with the organization*			
Phone number*			
Email*			

ELIGIBILITY

Select the answers that apply to the organization for which you are completing this form:

1. The organization has operations on the Sutton territory* Yes No
2. The organization is incorporated as a non-profit organization* Yes No
3. The organization is active in one or more of the following fields of intervention*

Art, Culture and Heritage	Community and Social Development	Economic Development
Environment	Recreation	Sports and Outdoor Activities

CATEGORIZATION

The following 7 criteria are used to evaluate your organization's recognition category.

1. LINK WITH THE TOWN'S MISSION AND THAT OF THE RECREATION, COMMUNITY LIFE AND CULTURE (LVC DEPARTMENT)

1.1. Describe your organization's mission (maximum 200 words)*

1.2. Explain how your organization's mission relates to that of the Town (maximum 200 words)*

1.3. Explain how your organization's mission relates to that of the LVC department (maximum 200 words)

2. GOVERNANCE

2.1. Describe how the activities carried out by your organization meet its mission statement (150 words)*

2.2. How many people currently make up the Board of Directors (BOD)*

2.3. Do any of the members of the Board of Directors live in Sutton?*

Yes No

2.4. Is the annual declaration to the Registraire des entreprises du Québec (REQ) filed on time?*

Yes No

2.5. When was your last AGM*

3. FINANCIAL RESOURCES MANAGEMENT

This criterion is analyzed based on the documents provided with your application.

4. SERVICE OFFER

4.1. Indicate what percentage of the population reached by your services in the last year resides in Sutton*

4.2. How many activities did you realize in the past year (in Sutton or not)?*

4.3. Please indicate what percentage of your activities took place in Sutton over the past year*

5. CONSULTATION AND DEEP ROOTEDNESS

5.1. What year was your organization founded?*

5.2. Indicate which organizations you collaborate with and briefly describe how your organizations work together (150 words)*

5.3. Indicate which local or regional consultation tables or committees your organization sits on (100 words)*

6. HUMAN RESOURCES MANAGEMENT

6.1. Indicate how many people volunteer each year (excluding board members):*

6.2. Indicate the approximate number of hours of volunteer work done each year by volunteers:*

6.3. Indicate the total number of hours of volunteer work the members of the Board of Directors do each year:*

6.4. Indicate how many salaried employees work annually:*

6.5. Indicate the total number of hours worked by salaried employees annually:*

6.6. What mechanisms are in place to ensure a healthy and safe environment for volunteers and salaried employees?

	Volunteers	Employees	Board members
Code of ethics			
Code of conduct			
Job description			
Volunteer or employment contract			
Physical and Psychological Integrity and Harassment Policy			
Non-violence Policy			
Criminal record checks for volunteers/employees in contact with vulnerable people			
First-aid and/or first-aid in the workplace training			
Conflict of interest disclosure mechanisms			
Accident procedure			
Other (specify below)			

6.7. Indicate whether other measures are in place to ensure a healthy and safe environment if applicable (150 words)

7. SUSTAINABLE DEVELOPMENT

7.1. How does your organization prioritize local economy (150 words)*

7.2. Indicate how your organization reduces its ecological footprint when purchasing equipment and materials (150 words)*

7.3. Indicate how your organization encourages active transportation or carpooling (150 words)*

7.4. Indicate what environmentally responsible measures your organization has put in place to manage residual materials (150 words)*