



RECOGNITION AND SUPPORT POLICY FOR ORGANISATIONS FINANCIAL SUPPORT FOR PROJECTS AND ACTIVITIES 2024

GUIDELINES FOR SUBMITTING A PROJECT

Projects can be submitted from **Monday, October 9, 2023 to January 8, 2024, 11:59 p.m. (new date)**.

Please note that the Recreation, Community Life and Culture Department will not be able to offer support to organizations between December 22, 2023 and January 4, 2024.

You can submit the documents in one of three ways:

1. **Online:** the form and uploaded documents will be forwarded to the Department, with a copy sent to the applicant's e-mail address.
2. **E-mail:** the form can be downloaded in dynamic PDF format. You can send the form and accompanying documents (download the estimated budget) to the following e-mail address: dir.lvc@sutton.ca. An e-mail confirming receipt will be sent to you within 48 business hours.
3. **Hard copy:** the downloadable form and accompanying documents can be dropped off at the reception desk at the Town Hall (11 Principale S.) during opening hours, or left in the mailbox near the main entrance.

The application form and estimated budget must be duly completed in order to be submitted for analysis.

ELIGIBILITY

1. Only organizations that do not receive funding for operations can submit a project funding application.)
2. The minimum amount of financial support requested from the Town of Sutton must be \$1,000 and the maximum \$5,000. If the request is for less than \$1,000, or if it exceeds \$5,000, it will be automatically rejected.
3. Each organization can submit only one application for financial support.
4. Financial support requested for the project must not exceed 75% of the total cost of the project. If the amount requested exceeds 75% of the total project cost, the application will be automatically rejected.
5. The project must take place in 2024. The Town will not fund a project that has begun before the start of 2024.

CRITERIA FOR EVALUATION

Project impact (55 points)

The project must meet a justifiable need in the Sutton community. The clientele must be clearly identified, and the project must plan to reach residents.

The project can reach a large number of people, or a smaller group that is less well served by services. The organization must also explain how it intends to recruit the clientele for its project. The communication strategy(ies) must be relevant and sufficient.

We pay particular attention to initiatives that are in line with the objectives of the 2023-2027 action plan of the Families and Seniors Policy, especially in the fields of Social Participation, Respect and Inclusion and Recreation.

Collaboration (20 points)

The organization plans the project in collaboration with non-profit organizations, entrepreneurs and/or local businesses.

Timetable (15 points)

The timetable presented is realistic, and must include an evaluation of the project's impact.

Financing (15 points)

The budget presented is realistic, the budget breakdown leads us to believe in its realization.

COMPLETE THE FINANCIAL SUPPORT APPLICATION FORM INCLUDING ALL THE DOCUMENTS REQUESTED.

(* indicates required)

ORGANIZATION INFORMATION

Name of organization*			
Address*			
Town*		Postal Code*	
Phone number*			
E-mail *			

APPLICANT INFORMATION

First Name*		Last Name *	
Job position within the organization*			
Phone number*			
Applicant email*			

PROJECT INFORMATION

Project description (300 words)*

Identify the need your project addresses, the number of people you want to reach and the percentage of them who are Sutton residents. Specify the strategies you will use to reach your clientele.

0 of 1900 max characters

Ties to the 2023-2027 Family and Seniors Policy (250 words)*

If applicable, indicate which objectives and actions of the 2023-2027 action plan your project addresses.

[Consult the action plan here.](#)

0 of 1500 max characters

Collaboration on the project (100 words)*

Indicate whether your project is a collaborative one, and who the partners are (non-profit organizations, businesses, etc.). You may attach letters of support to your application.

0 of 600 max characters

