



Application guide for financial support for 2026 projects

Program Description

At its meeting on August 7, 2024, the Town Council adopted a new Recognition and Support Policy for Non-Profit Organizations. Under this policy, all recognized organizations are eligible for financial support for projects.

A total of \$14,000 is available for this call for projects.

This funding is a means of supporting new one-time projects by recognized NPOs and, in so doing, offering an exceptional quality of life to our citizens.

Funding is governed by an agreement signed between the organization and the Town, which includes, notably, the commitments of the Town and the organization regarding funding, promotion, and support offered.

Project Application

Projects may be submitted from **September 29 to November 14, 2025, inclusively**.

There are three ways to submit a project:

1. Online: the [form](#) and **downloaded documents ([budget](#), [timeline](#), and [Board of Directors' resolution](#))** will be transmitted automatically, and a copy will be sent to the applicant's email address.
2. By email: the [downloadable form](#) in dynamic PDF format must be sent with the **attachments ([budget](#), [timeline](#), and [Board of Directors' resolution](#))** to the email address: dir.lvc@sutton.ca. An acknowledgement of receipt will be sent within 48 business hours.
3. In person: The [printed form](#) and the **required documents ([budget](#), [timeline](#), and [Board of Directors' resolution](#))** must be dropped off at the Town Hall reception desk (11 Principale South Street) during business hours or placed in the mailbox located to the right of the front door. An e-mail acknowledging receipt will be sent within 48 business hours to the applicant's e-mail address.

Admissibility

1. The applicant organization must be recognized by the Town of Sutton at the time the Application is submitted.
2. Organizations that do not receive operating support will be given priority in the evaluation of their Application.
3. Applications for financial support from the Town of Sutton must be for a minimum of \$1,000 and a maximum of \$5,000. If the amount requested is below \$1,000 or exceeds \$5,000, the Application will be automatically rejected.
4. Only one Application per organization may be submitted for financial support for a project.



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5. The Application for financial support for the project must not exceed 75% of the total cost of the project. If the amount requested exceeds this threshold, the Application will be automatically rejected.
6. The project must take place during the year 2026. The Town will not fund any project that began before the start of 2026.
7. The project submitted cannot be part of the organization's recurring programming.
8. The organization must have provided all the mandatory documents listed below.

Mandatory Documents

It is mandatory to use the document templates provided for the budget and timeline. Click on the links to download the document templates:

- [Project budget](#)
- [Project timeline](#)

A sample Board resolution is provided, if needed. The organization may use its own document if it contains all the required information.

- [Board of Directors' resolution](#) appointing and authorizing the person in charge to complete the application for financial support and to sign the agreement governing financial support.

Please name the documents as follows:

- *Form_Organization_Name_2026*
- *Budget_Organization_Name_2026*
- *Timetable_Organization_Name_2026*
- *Resolution_Organization_Name_2026*

Special Notes Concerning Admissible Expenses

Financial support may not be used for:

- Cover debts or expenses already incurred;
- Renovate the structure of or improve rented premises.

The purchase of equipment or furniture that will remain the property of the organization is eligible.



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Evaluation Criteria for Financial Support Application for Projects

Project Impact (50 points)

- The project submitted must meet a need that is justified in the Sutton community.
- The clientele must be clearly identified and must include residents.
- The project may reach many people or a smaller group of the population that is underserved by services.
- The organization must explain how it intends to attract clientele for its project.
- The communication strategy or strategies identified to reach the project's target audience must be relevant and sufficient.
- Applicants must plan to evaluate the impact of their project using specific tools. These tools must be described in the application and included in the timetable.
- The project submitted must fall within one or more of the following priority actions, as specified in municipal action plans: [Family and Seniors Action Plan \(PFA\)](#) or [Cultural Action Plan \(PAC\)](#). The link with the targeted action must be clearly explained.
 - Collaborative intergenerational (PFA, 5.2.1) and/or intercultural (PAC, 1.1.3) projects
 - Educational initiatives focusing on the history of Sutton and/or the key figures who shaped it (PAC, 2.1.4);
 - Off-site projects (PAC, 2.2.1);
 - Cultural recreational activities for youth (PAC, 2.2.3);
 - Recreational activities for families, especially for children aged 0 to 5 and teenagers (PFA, 6.1.2);
 - Cultural or artistic projects in a public space (PAC, 3.1.2).

Consultation and Partnership (20 points)

- The organization plans the project in collaboration with one or more NPOs.
- The organization plans the project in collaboration with one or more entrepreneurs and/or one or more local businesses.
- The organization clearly shows how the nonprofits, entrepreneurs, and/or local businesses are contributing to the project.

Timeline (15 points)

- The timeline presented is realistic
- The assessment of the project's impact must be included in the project timeline.

Finance (15 points)

The budget presented is realistic, and the way it has been put together gives us confidence that it will be achieved.



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Information

For projects in culture	For projects in recreation and community life
Marie-Claude Plasse Cultural Officer agculture.lvc@sutton.ca	Charlotte Jacques Recreation and community life officer agloisirs.lvc@sutton.ca