



Application guide for Financial Support for the 225th and 25th Anniversary Celebrations

Program Description

The Town of Sutton is currently planning festivities to mark, in 2027, the 225th anniversary of the allocation of lots in the Sutton area, as well as the 25th anniversary of the merger between the Town and the Township of Sutton.

To mark this occasion, the Department of Recreation, Community Life, and Culture (LVC), in collaboration with the Corporation de développement économique de Sutton (CDÉS), has been tasked with leading various initiatives:

- A call for the public to identify Sutton's emblematic animal and plant ([click here to read the news](#)).
- A call for artists and artisans from the [directory](#) to create works that will be used, notably for the 2027 municipal calendar, the production of banners, etc.
- Adding activities to municipal events, including Winter Pleasures and the Fête nationale du Québec, as well as the 2027 Christmas Market.
- The creation and sale of personalized promotional merchandise for the 225th and 25th Anniversary Celebrations.

In addition, the Town of Sutton is making \$25,000 available to recognized organizations to support the programming offered to residents.

The Town wishes to offer a diverse range of activities for the community; therefore, the selection will be made to ensure that the activities complement one another.

The full program will be unveiled during Winter Pleasures in February 2027. Various communications will be made by the Town (mentions in the seasonal programs, news in the newsletter, Facebook posts, and content on the website), but collaboration with its network of partners will also be essential to promote the festivities.

Project Application

Projects may be submitted from **August 26 to November 9, 2026, inclusive**.

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.



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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.

Eligibility Criteria

The applicant organization must be recognized by the Town of Sutton at the time the Application is submitted.

Applications for financial support from the Town of Sutton must be for a minimum of \$2,000 and a maximum of \$8,000. If the amount requested is below \$2,000 or exceeds \$8,000, the Application will be automatically rejected.

Only one Application per organization may be submitted for this program.

The Application for Financial Support for the 225th and 25th Anniversary Celebrations must not exceed 75% of the total cost of the project. If the amount requested exceeds this threshold, the Application will be automatically rejected.

The project must take place during the year 2027. The Town will not fund any project that began before the start of 2027.

The project submitted cannot be part of the organization's recurring programming.

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_Celebrations_Organization_Name_2027
Budget_Celebrations_Organization_Name_2027
Timetable_Celebrations_Organization_Name_2027
Resolution_Celebrations_Organization_Name_2027



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Special Notes Concerning Admissible Expenses

Financial support may not be used to:

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

Evaluation Criteria for Financial Support Application for Projects

Project Impact (50 points)

- The project contributes to the residents of Sutton's sense of pride and belonging.
- The clientele must be clearly identified and must include residents.
- Given that the Town will already be promoting the event, the organization must explain how it will contribute to the visibility of 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).

- Cultural mediation projects (PAC, 1.1.2);
- Collaborative intergenerational¹ (PFA, 5.2.1) and/or intercultural (PAC, 1.1.3) projects
- 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).
- Project highlighting and celebrating Sutton's heritage (PAC, 2.1.2);
- Project highlighting the communities that have shaped and continue to shape the region (PAC, 2.1.4).

The link with the targeted action must be clearly explained.

¹ The concept of intergenerational activities refers to the creation of social bonds between generations. These activities provide seniors with opportunities for social engagement, thereby reducing their risk of social isolation. [In French only: <https://espacemuni.org/article-magazine/limpact-positif-des-activites-intergenerationnelles-au-sein-des-municipalites/>] (consulted on August 5, 2025)



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Consultation and Partnership (20 points)

- The organization plans the project in collaboration with one or more NPOs.
- The contribution of the participating nonprofit organization(s) is relevant to the project's realization.
- The organization plans the project in collaboration with one or more entrepreneurs and/or one or more local businesses.
- The contribution of the entrepreneur(s) and/or local business(es) is relevant to the project's realization;
- 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)

- Revenue sources are diversified;
- The organization clearly shows which revenue source finances which expense;
- The proposed budget is realistic, and its financial structure gives reason to believe it can be implemented.

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