

Application Form Template

Applying to a funding opportunity	1
1.1. City of Kawartha Lakes funding opportunity details	2
1.2. Before you start	2
1.3. Check if you are eligible	2
1.4. Application form	5
1.4.2. Organization name, address & contact info	6
1.4.4. Authorized representative (signing authority)	6
1.4.5. Contact for official correspondence	8
2. Funding request	7
3. Payment Information	7/8
4. Application checklist & Documents	8

2021 Arts, Culture and Heritage Recovery Fund

1.1 City of Kawartha Lakes Funding Opportunity

On January 28, 2021, Kawartha Lakes City Council approved the development of an recovery funding program for area Arts, Culture and Heritage facilities dealing with the economic fall out of the COVID-19 shut down.

The municipality will provide a one-time recovery support payment to help cover the burden of fixed operating costs not addressed by other funding arrangements.

Annual expenses for fixed operating costs* in 2020 starting at \$2,000 + will be assessed. Costs over \$100,001 will be assessed at 10% up to \$20,000 in recovery funding. *fixed operating costs include- rent/mortgage, phone, utilities, property taxes, internet, property insurance.

1.2 Before You Start

Please note that the application must be signed by a person that has legal authority to bind and to apply on behalf of the application organization. If you (the person completing the application) do not have legal authority, you must provide documentation indicating permission to submit on behalf of the applicant.

The following attachments must be uploaded and included before your application can be submitted

- Proof of non-profit registration
- Signing authority
- 2020 Profit and Loss statement or audited financial statement
- EFT form and Void cheque

Check if you are Eligible

Answer the following questions to determine if your organization is eligible for the Arts, Culture and Heritage Recovery Funding program;

Question 1

Is your organization a registered non-profit or charity within the City of Kawartha Lakes?

(Yes) (No)

If Yes - What is your organizations governance structure?

(text box with a max of 250 words)

If No – (if applicant answers No, they are not eligible for funding)

Question 2

Has your organization received funding from the City of Kawartha Lakes to cover Covid-19 expenses or financial shortfalls relating to 2020 fixed costs?

(Yes) (No)

(if applicant answers Yes – text box to list funding and amount)

Question 3

Does your organization manage a heritage collection/facility?

*for this purpose; a heritage collection is defined as a collection of historical works, artefacts, archival material or indigenous cultural heritage and belongings under the core of a heritage organization such as a history museum, art museum, archives, historic site or indigenous organization

(Yes) (No)

Question 3a

If your organization answered No to Question 3, does your organization participate/provide cultural activities that still require assistance with fixed costs? Please describe (i.e. dance, theatre, performance)

(text box – 200 words count)

Question 4

Does your organization provide public access through regular hours of operation (including full-time, seasonal or part-time) and is not solely membership based?
(Yes) (No)

Question 5

How many staff (f/t and p/t) does your organization employ?
(text box with a max of 200 words)

Question 6

Was your level of expenses related to fixed costs \$2,000 or more?
(Yes)

(No) *organizations that have not incurred the minimum fixed cost threshold are not eligible for funding through this program. Costs over \$200,000 will not be assessed for assistance due to the program cap of \$20,000.

(if applicant answers Yes – text box to list municipal support to fixed operating costs)

1.2 Other Sources of Support

Has your organization accessed other sources of Covid-19 funding support? Programs may include: Canada Emergency Response Benefit (CERB), Emergency Funding through 2nd intake Museum Assistance Program (MAP), the Canada Emergency Wage Subsidy (CEWS), the Canada Emergency Business Account (CEBA) and the Canada Emergency Commercial Rent Assistance (CECRA) for small businesses.

(Yes) (No)

(if Yes – text box for listing)

2.0 Application Form

2.0.1 Organization Name

(Legal Name if incorporated- Text box)

(Organization Trade Name/Legal entity – text box)

2.0.2 Address

(Street Address line 1)

(Street Address Line 2)

(City/Town/Community within CKL)

(Province)

(Postal Code)

Enter the organization's mailing address if it is different from the primary address

2.0.3 Enter your organization's telephone type and number

(phone type)

(phone number including area code)

(extension if applicable)

Organization Email Address

(Email ([yourname@domain.com](#)))

Organizational Website

(Website ([http://www.url.com](#)))

2.1. Authorized Representative (signing authority)

2.1.1 Read the text attentively before indicating if you have the authorization to sign official documents on behalf of the organization for which you are applying. If the answer is Yes, the information will be taken directly from the previously filled fields, and all you need to enter is your title or position in the organization.

City of Kawartha Lakes requires an authorized representative who has the legal authority to bind and apply on behalf of the applicant organization or someone who has been given permission from an authorized representative to submit the application.

The authorized representative must be:

- An individual with the authority to enter into contracts on behalf of the application organization; and
- Identified as such in the organization's official operating policies (e.g. financial policies, by-laws), or in the official motion from the organization's board or governing body

If you do not have this authority, you must obtain permission from an authorized representative to submit this application on their behalf.

Are you a person that has the legal authority to bind and apply on behalf of the applicant's organization?

(Yes) (No)

If you answer No, enter the name, surname, and title of the authorized representative who gave you permission to submit this application on their behalf. **Do not put your own name here if you are not the authorized representative.** The authorized representative will receive an email notification once you submit the application. You will be asked in the attachments section to upload a document (email, letter, etc.) proving that you have their permission to apply on behalf of the organization.

If yes, please fill out the contact information in 2.2 using your own information.

2.2 Contact Information

Given Name

(text box)

Surname

(text box)

Title/Position

(text box)

2.0 Funding Request

2.1. Enter your organization's total expenses related to fixed operating costs in 2020 (less municipal financial support where applicable).

(text box)

Funding ranging from \$1,000 to a maximum of \$20,000 may be awarded to eligible applicants according to the funding formula based on the applicants total annual expenses related to fixed operating costs (less municipal financial support where applicable) in 2020.

3.0 Payment

3.1. If you have submitted a Direct Deposit Enrollment Request to the City of Kawartha Lakes in the past two years, you will be asked to indicate if your banking information has changed since the last time you have submitted a direct deposit enrollment request. If your answer is No, you will not have to submit any information for direct deposit

3.1.1 Have you submitted a Direct Deposit Form?

(Yes) (No)

3.1.2 If yes, has your banking information changed since your submission?

(yes) if Yes, you will need to submit a new Direct Deposit Enrollment request

(no) if No, indicate banking information is up to date and continue with submission

3.1.2.1 If no, please submit a Direct Deposit Enrollment Request along with your application.

4.0 Application Checklist & Documents

Please review the following checklist before submitting your application. This checklist identifies supporting documentation that needs to be submitted in conjunction with your application. Where indicated, downloadable forms are available to fulfill supporting documentation requirements; these forms need to be signed and submitted with your application. Please note that errors or incomplete applications may result in delayed processing and /or rejection.

- Proof of legal status (letters patent/incorporation documents, constitution or bylaws)
- Most recent financial statements for 2020 (Profit & Loss statements are acceptable if audited are not available)
- Proof that authorized representative has signing authority according to the organization's office operating policies (e.g. Bylaws, constitution, board resolution or other document)
- Permission to submit on behalf of the Authorized Representative (e.g. attestation, email, letter etc.)
- Direct deposit information (void cheque or a completed Direct Deposit Enrollment Form stamped by your financial institution) if information has changed or is not already on file.