

# PETERBOROUGH COMMUNITY GRANTS FAQ'S

## FREQUENTLY ASKED QUESTIONS

- 1. Will you contact me if I have not fully completed the application or sufficiently answered a question?** The electronic version of the application is designed to prevent omissions. The format of the application will now require applicants to be succinct. It is the applicant's responsibility to ensure that the information is accurate and provides sufficient response. City staff will still be reviewing all applications and may contact applicants for clarification.
- 2. Do we have to be incorporated to apply for an Investment Grant?** Incorporation is now a requirement to obtain a Community Investment Grant.
- 3. Is it to my advantage to submit my application in duo-tangs or presentation folders?** No, each committee member evaluating applications will receive a 3-ring binder containing a copy of each application, so the pages need only be paper-clipped or stapled. Applications should be 3-hole punched. Please do not send copies in individual envelopes – this is not necessary.
- 4. Is it OK to hand-write applications?** No, the electronic application process **must** be used. An original application must be printed off and signed, then dropped off or mailed to City Hall along with eight (8) photocopies before the deadline.
- 5. We have been saving money for a new building. Do we have to include that in our financial information?** Yes, include it as a surplus or as a reserve fund, but explain!
- 6. If we do not apply for a couple of years, but were funded at least twice previously, can we re-apply for an investment grant?** Yes, but the length of time since the last grant will be a consideration for the review team.
- 7. If our funding is for one program within our organization, do we need to include budget information for the entire organization?** Yes, we need to review the entire budget and sources of the organization's funding to determine eligibility.
- 8. Can we be assured that we will be granted funding in the amount we require?** This is a competitive process and all funding decisions are made at the same time by the evaluation committee. No one is guaranteed an amount of funding in advance. If, however, you receive approval for a specific amount over three years, that level of funding is guaranteed.
- 9. If the program or event we need funding for is held in January or February of the next year, is that OK?** As long as you are consistent in the timing of the expenditure of funds from year to year, there is no problem. At no time will you be allowed to use City funding twice in a 12-month period.
- 10. If we have applied for a project grant two years in a row, but were not approved, can we apply for an Investment Grant the next year?** No, an organization that is new to the Community Investment Grant funding process must be **approved** for funding for two years in the Project Grant category and then meet all of the Investment Grant eligibility criteria before applying for an Investment Grant.