



TOWNSHIP OF SEVERN

**CAPITAL GRANT APPLICATION FORM**

For budget deliberations, all requests for grant funding must be received prior to **September 30<sup>th</sup>** of the preceding year for consideration during annual budget deliberations.

**Capital grants are available for community groups constructing capital works on Township land pursuant to Council's policy (see [Appendix "1" Capital Improvements Funding Policy](#))**

ORGANIZATION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TOTAL REQUESTED \$ \_\_\_\_\_

***(Quotes are required for all capital items)***

AMOUNT RECEIVED LAST YEAR \$ \_\_\_\_\_

(Describe how last year's grant was used)

\_\_\_\_\_  
\_\_\_\_\_

INTENDED USE OF GRANT MONIES IF APPROVED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Please be advised that funding approval in one year does not guarantee approval in subsequent years. If you have any questions, please call 705-325-2315 - Ext. 233.

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Name (Please Print)

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Signature

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Date

Return Completed Form to:

Township of Severn  
P.O. Box 159  
Orillia, Ontario - L3V 6J3

Capital Improvements Funding

That the following criteria be met for the approval of cost sharing in support of capital improvements to property owned by the municipality:

- That all grant applications for capital improvements to municipal parkland be reviewed annually in support of budget deliberations by the Culture & Recreation Advisory Committee for their input and final recommendations to Council.
- That no capital improvements be completed on any municipal parkland without the improvements being a direct result of a master plan for that geographical area and/or until all park standards such as CSA standards for playgrounds, ESA standards for any electrical work, Building Code for any structures, including park amenities and equipment is of commercial grade for longevity and maintenance for existing structures and amenities are met.
- That bona fide community groups, organizations and associations are the accepted groups to qualify for grant funding and they must meet the Township requirements for their project.

**Funding Policies**

1. For the development of a new park (including initial playground equipment), the money will be drawn from the Parkland Reserve Fund as park development is part of the intention of the creation of that Reserve Fund.
2. For any additional playground equipment requested by a community or outside group, consideration of a 50/50 split of capital costing will be put in place that meets the criteria of capital expenditures as determined by the Township's Director of Corporate Services.
3. Associations must submit invoices supporting budget approvals for cost sharing.
4. That for any facilities owned by the municipality that are operated through a Lease Agreement with an outside group, the following dollar levels with respect to sharing capital costs will be considered:
  - (a) Capital expenditures (as determined by the Director of Corporate Services) below \$25,000.00 will be completed on a 50/50 cost sharing basis with the outside group up to approved budget levels.
  - (b) Capital expenditures (as determined by the Director of Corporate Services) above \$25,000.00 will be referred to Council for budget consideration in terms of a sharing percentage, if any. The request from the outside group will contain a business plan as to the financing of the proposed project.
5. Maintenance items (as determined by the Director of Corporate Services) that are over \$25,000.00 will be referred to Council for their consideration during the annual budget process.
6. That a minimum of three (3) quotations are required for any capital or equipment funding included with the grant requests.