

The Town of Halton Hills believes that governments, community organizations, businesses, groups and individuals have a shared responsibility to provide community services. As a result the Town of Halton Hills allocates municipal funds and resources to support community based initiatives through the Municipal Assistance Program.

All requests for assistance must Submit a complete Proposal Form

Name of Activity/Event: _____

Start Date: _____ End Date: _____ Activity/Event Website: _____

OFFICIAL NAME OF ORGANIZATION _____

Applicant _____ Position _____

Address: _____ Tel # _____

_____ Fax# _____

Postal Code _____ E-mail _____

Do you have a business number? Yes No If yes please provide: _____

Are you a Registered Community Organization with the Town of Halton Hills? Yes No

If not please provide us with a list of organizers that are involved in this Activity/Event (i.e. Name, address, organization, phone, e-mail)

A. CATEGORY OF ASSISTANCE

Please indicate the category of assistance you are seeking by checking the appropriate box (es).

- 1. Waiver of Municipal Fees
- 2. Marketing/Promotion Opportunities
- 3. Special Purposes, Projects or Start-up Costs
- 4. Partnership Agreements
- 5. Revitalization Fund – Tourism/Business District
- 6. Volunteer Training*
- 7. Financial Assistance to Individuals/Families*
** Does not require completion of the this form*

Please refer to Individual procedures at www.haltonhills.ca for specific details as additional submissions are required.

Should you have any questions or require further information regarding the Municipal Assistance Program please contact the Recreation Supervisor Community Development at recreation@haltonhills.ca or 905-873-2601 ext. 2262.

B. CATEGORY OF ASSISTANCE CON'T

Have you received Municipal Assistance last year or previously (*please check*)? Yes No

If no please complete sections **C, D, E and F**.

If yes, please submit the last year you received funding including how much and what for?

Year	Amount	Item

Will your requests remain the same (*please check*)? Yes No

If yes, please complete sections **E and F**

If no, please complete section **C, D, E and F**

C - REQUIRED ASSISTANCE

Please provide a detailed explanation of the purpose of your proposal:

(if more space is needed, please attach additional sheets)

D - FINANCIAL INFORMATION

Please provide a summary of the assistance you require.

Category Number	What is your request? (<i>i.e. facility rental, etc</i>)	Amount Requested
	Total amount requested \$	

(if more space is needed, please attach additional sheets)

Please attach detailed budget/quotes with this proposal including additional sources of financial support you're pursuing.

Are you charging an admission fee Yes No if yes how much \$ _____

and where will the proceeds be directed? _____

E. Requirement Checklist (please check):

- Have you reviewed the procedures related to your category of assistance as selected in Section A and included all required submissions (ie. additional forms)?
- Have you attached detailed budget/quotes with this proposal including additional sources of financial support you're pursuing and have secured?
- Have you provided us with a list of organizers that are involved in this Activity/Event (i.e. Name, address, organization, phone, e-mail)?

F. Terms and Conditions:

- The above proposal and support documents contained will be used for the assessment of eligibility and for Town reporting purposes.
- Successful proposals will acknowledge the Town of Halton Hills support in all communications and promotions.
- Funds received are to be used as specified by Community Affairs Committee of Council.
- All unused funds will be returned to the Town of Halton Hills.
- I will adhere to all applicable municipal by-laws, policies and procedures.

The information given in support of this proposal is true, correct and complete in every respect and will comply with the above terms and conditions.

Signature of Applicant

Position on Executive

Date:

Send complete proposal to:
Town of Halton Hills
Recreation and Parks
1 Halton Hills Drive
Halton Hills, ON L7G 5G2

Attention: Municipal Assistance Program

Fax: 905-873-1587 or E-Mail: recreation@haltonhills.ca