

Milton residents and not-for-profit corporations/non-profit organizations planning small scale, citizen-led activities that will enhance the well-being of Milton residents, can apply for the Milton Small Grant Program. The total funding available for cash grants from the 2024 Milton Small Grant program is \$75,000 with a maximum applicant allocation of \$2,500.

Applicant Eligibility and Requirements

1. Be a Milton resident/resident group **or** a Milton-based not-for-profit corporation/non-profit organization, in good financial standing with the Town of Milton.
 - **Resident/Resident Group:**
 - Applicant must be 18 years of age or older
 - One (1) application, per Milton residential address, per year (proof of residence status may be requested)
 - Resident applications cannot involve organization(s) partnering, presenting, sponsoring the event/activity
 - **Not-For-Profit Corporation/Non-profit Organization:**
 - Operate under the authority of an active volunteer board/executive/organizing committee with at least five (5) members and a minimum of four (4) members not related by blood or marriage
 - A minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers
 - One (1) application, per organization, per year
2. Completed any previous Town of Milton grant requirements.
3. Successful recipients become ineligible for any other Town of Milton grant funding for the same calendar year that the Milton Small Grant has been allotted.
4. Grant recipients must provide proof of General Liability Insurance coverage for any approved allocations or associated events, with a limit of not less than \$5 million proof of insurance, listing the Corporation of the Town of Milton, 150 Mary St., Milton., ON L9T 6Z5 as an additional insured; indication that cross liability is included under the General Liability Policy; and 30 days written notice of cancellation or material change in coverage.
5. Grant recipients are responsible for all arranging and applying for any and all inspections/permits/licenses/approvals related to the approved items of their application.

Funding opportunities are available for events/activities that:

- ✓ Take place in, or directly benefit the Milton community.
 - ✓ Provide for community building, opportunity for connection, knowledge sharing and relationship building; and can include:
 - Knowledge sharing (i.e. arts and culture workshops/events, cooking demonstrations, games nights, storytelling workshops);
 - Support for vulnerable or isolated community members;
 - Health and wellness workshops, gardening events;
 - Neighbourhood street or block parties;
 - Walking tours.
- NOTE:** The examples above are not a complete list; all ideas that meet and align with the program's purpose are welcome to be submitted for funding consideration.
- ✓ Are free, accessible for the Milton public to attend.
 - ✓ Are held on: public property; not-for-profit corporation's/non-profit organization's operating location; private property rental space (that has been publicly available for at least one (1) year).

Steps to apply:

1. Applicant reviews these guidelines to confirm eligibility.
2. Applicant submits an application (30 business days prior to the event/activity) at the www.milton.ca (on the Milton Small Grant Program webpage).
3. Applications are reviewed by Town staff to assess eligibility/alignment with the program's requirements.
 - Funding may be allocated in any amount as deemed appropriate. **All decisions are final.**
4. Applicants will be notified of application status within 15-business days of submission. Approved applications are considered pending, until a Post-event Summary Form is submitted upon event/activity conclusion, then validated.
5. Applicants that receive pending approval, run the event/activity.
 - Applicant follows all municipal, provincial and federal legislation and by-laws related to the event/activity.
 - **For Town of Milton property reservation:** Applicant secures reservation via the [Facility Booking Office](mailto:facilitybooking@milton.ca) (facilitybooking@milton.ca; 905-875-5418).
 - **For neighbourhood street/block parties:** Applicant secures permit via the [Street Party Petition form](#) (permit is free; however insurance will be required).
6. Applicants that receive pending approval submit a Post-event Summary Form (including all receipts) **within ten (10) business days after the event/activity (and by December 31)** to demonstrate program adherence.

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Milton Small Grant Program Guidelines 2024



7. Approved grant recipients receive payment.
 - Individuals/organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
 - Grant recipients can be subject to an audit conducted by the Town of Milton.

The following **elements** are eligible for funding; and include, but are not limited to:

- ✓ Contract fees (e.g. artists, service people, security, etc.)
- ✓ Equipment
- ✓ Food and/or beverages (non-alcoholic)
- ✓ Music
- ✓ Operating costs (e.g. liability insurance, road closures, etc.)
- ✓ Promotion
- ✓ Rental Fees
- ✓ Supplies

The following **events/activities** are **not** eligible for funding:

- ✗ Neighbourhood clean-ups: The Town has an annual spring program and partnerships in place for neighbourhood clean-up initiatives. Clean-up days are listed on the [Town of Milton website](#)
- ✗ Flow-through funding (Redistribution of funds to others, for example bursaries/scholarships)
- ✗ Requests to reimburse individuals for time invested
- ✗ Invitational or discretionary travel
- ✗ Duplication of funding received from another funding organization or level of government
- ✗ Activities that could be deemed discriminatory as defined by the Ontario Human Rights Code
- ✗ Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine
- ✗ Political and/or advocacy activities
- ✗ Fundraising events or drives
- ✗ Purchase of items that need to be “owned” by someone after the event/activity (excludes not-for-profit corporations/non-profit organizations)
- ✗ Purchase of any alcohol beverages, tobacco, or cannabis products

The following **applicants** are **not** eligible for funding:

- ✗ For-profit organizations
- ✗ Foundations that raise funds for a not-for-profit corporation, non-profit organization, for-profit organization or another level of government and their associated groups or agencies
- ✗ Universities, colleges, schools and their associated/auxiliary groups or agencies
- ✗ Organizations considered to be within the social service sector
- ✗ Organizations whose activities could be deemed discriminatory as defined by the Ontario Human Rights Code

Application Submission Information

- Applications are accepted **throughout the year**.
- This grant is allocated on a first-come, first-served basis. Should annual program funding be depleted prior to the end of the calendar year, the application window will be closed from that point and for the remainder of the year.
- The online application form is available at www.milton.ca (on the Milton Small Grant Program webpage)

For questions, please contact:

Contact: Community Services Department
Web: www.milton.ca (on the Milton Small Grant Program webpage)
Phone: 905-878-7252, ext. 2539
E-mail: miltoncommunityfund@milton.ca

Background

The Milton Small Grant Program aims to advance the [Culture Plan's](#) mission, which speaks to the role of the Town in collaborating and investing in Milton's diverse people and places in order to elevate local capacity, talent, experiences and relationships. The program is funded via the [Milton Community Fund](#), which receives funding from the [Ontario Lottery and Gaming Corporation \(OLG\)](#)'s Mohawk location for the benefit of the community.

