

## **Art, Culture and Heritage Advisory Committee Meeting**

Wednesday, January 28, 2015 at 5:00 p.m.

Gary Shepherd Hall

102 Derby Street West, Alexandria

### **AGENDA**

1. Declarations of conflict of interest
2. Call Meeting to Order
3. Motion to elect Chair
4. Accept the Agenda (Additions/Deletions)
5. Ratify Minutes – November 26, 2014
6. Business Arising out of the Minutes
7. Review of the Community Grant Applications
8. Next Meeting – Call of the Chair
9. Adjourn

## **ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**

**WEDNESDAY, NOVEMBER 26, 2014**

A meeting of the Arts, Culture, and Heritage Advisory Committee was held on Wednesday, November 26, 2014 at 4:30 pm at the Garry Shepherd Hall, Island Park, 102 Derby Street West, Alexandria.

**PRESENT:** Chair - Carma Williams  
Member at Large - Dane Lancken  
Member at Large - Nicole Geoffrion  
Member at Large - Jeff Manley  
Member at Large - Karen Davison Wood  
Special Events Planner - Tish Nicholson  
Mayor - Chris McDonell

**REGRETS:** Member at Large - Nicole Nadeau

### **1. DECLARATIONS OF CONFLICT OF INTEREST**

None

### **2. CALL MEETING TO ORDER**

The meeting was called to order at 4:34 pm

### **3. ACCEPT AGENDA**

**Moved by:** Jeff Manley

**Seconded by:** Chris McDonell

That the Agenda of the Arts, Culture, and Heritage Advisory Committee meeting of November 26, 2014 be accepted as read.

**Carried**

### **4. RATIFY THE MINUTES**

**Moved by:** Dane Lancken

**Seconded by:** Nicole Geoffrion

That the minutes of the October 22, 2014 Arts, Culture, and Heritage Meeting be accepted.

## **5. BUSINESS ARISING FROM THE MINUTES**

## **6. COMMUNITY GRANT PROGRAM**

Nicole Geoffrion submitted to the committee the revisions/corrections for the French version of the new Community Grant program application. Carma Williams will send to Dan Gagnon for retyping and uploading to Township website.

Dane Lanken asked if we had received any information on the status of the Grotto letter. Tish Nicholson will be in touch with Terry Dube in December, which is the month the sale of the property is expected to be finalized and report at the January 2015 meeting any updates.

## **7. NEW BUSINESS**

Tish Nicholson indicated that she would be meeting with Doug MacKenzie next week, who had requested a meeting to go over the new application for Community Grant Program being considered by Glengarry Encore Education group.

Carma Williams thanked Karen Davison Wood and Nicole Geoffrion for their hard work on redrafting the Community Grant criteria and application forms.

Mayor Chris McDonell thanked the entire committee for their work and input on the Arts Culture & Heritage Advisory Board for 2014.

## **8. NEXT MEETING**

The next meeting is set for January 28, 2015 at 4:30 pm at Gary Shepherd Hall.

## **12. ADJOURN**

The meeting was adjourned at 5:50 p.m.

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**Recording Secretary – Tish Nicholson**

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**Chair – Carma Williams**



## COMMUNITY GRANT APPLICATION FORM

1. Name of the organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail \_\_\_\_\_

Attach a brief description of your organization including the list of board members or committee members.

2. What is the main sector your organization serves or the purpose of your application?

Arts, Culture & Heritage  Community Beautification

Tourism Development  Special Events

Other - provide details: \_\_\_\_\_

3. Event or project title: \_\_\_\_\_

Date of event or project completion date: \_\_\_\_\_

4. Describe the project for which you are requesting funding (if more spaces needed, attach a separate sheet.)

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5. Total amount requested: \$ \_\_\_\_\_

Attach budget for the event or project including any sources of funding.



## APPLICANT'S DECLARATION

I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to enter into a formal, legally binding agreement (Letter of Agreement) with the Corporation of the Township of North Glengarry that will outline the terms and conditions of the grant.

Name and signature of the Chair or President of Board of Directors:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List of attachments:

- List of Board of Directors/ committee members
- Brief description of the organization
- Budget for the event or project
- Description of the project

## COMMUNITY GRANT APPLICATION BUDGET

### Expenses:

- 1. Administrative project costs (i.e. mailing, photocopying, etc.) \_\_\_\_\_
- 2. Rental \_\_\_\_\_
- 3. Transportation \_\_\_\_\_
- 4. Equipment \_\_\_\_\_
- 5. Advertising \_\_\_\_\_
- 6. Other \_\_\_\_\_
- TOTAL EXPENSES** \_\_\_\_\_

### Revenues:

- 7. Earned project revenue (re. Sales, admissions, food and beverages) \_\_\_\_\_
- 8. Other government support (Provincial/Federal) \_\_\_\_\_
- 9. Your contribution \_\_\_\_\_
- 10. Requested amount \_\_\_\_\_
- 11. In kind contributions (see list)
  - Volunteer hours \_\_\_\_\_
  - Use of a building and utilities \_\_\_\_\_
  - Advertising \_\_\_\_\_
  - Donation \_\_\_\_\_
  - Transportation \_\_\_\_\_
  - Equipment \_\_\_\_\_
- TOTAL REVENUES** \_\_\_\_\_

## FORMULAIRE DE DEMANDE DE SUBVENTION COMMUNAUTAIRE

1. Nom de l'organisme : \_\_\_\_\_

Adresse : \_\_\_\_\_

Téléphone : \_\_\_\_\_

Coordonnée de la personne-ressource : \_\_\_\_\_ Titre : \_\_\_\_\_

Téléphone : \_\_\_\_\_ Courriel : \_\_\_\_\_

Veillez joindre une brève description de votre organisme, incluant une liste des membres du conseil d'administration ou des membres du comité.

2. Quel est le principal secteur desservi par votre organisme ou quel est le but du projet faisant l'objet la demande?

Arts, culture & patrimoine

Embellissement de la communauté

Développement touristique

Évènements spéciaux

Autre – veuillez préciser : \_\_\_\_\_

3. Nom du projet ou de l'évènement : \_\_\_\_\_

Date de la tenue de l'évènement ou date prévue d'achèvement du projet : \_\_\_\_\_

4. Décrivez le projet pour lequel vous faites cette demande de financement (si vous avez besoin de plus d'espace, veuillez joindre une autre feuille).

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5. Montant total demandé : \_\_\_\_\_ \$

Veillez joindre le budget pour l'évènement ou le projet, incluant toutes les sources de financement.

## DÉCLARATION DU CANDIDAT

J'atteste que les renseignements inscrits dans la présente demande et les autres documents ci-joints sont véridiques, exacts et complets. Je reconnais que si cette demande est acceptée, je devrai conclure une entente juridiquement contraignante (Lettre d'entente) avec la Corporation du Canton de Glengarry Nord détaillant les modalités et les conditions relativement à la subvention.

Nom et signature du président du conseil d'administration :

Nom : \_\_\_\_\_ Titre : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Liste des documents ci-joints :

- Liste des membres du conseil d'administration/comité
- Brève description de l'organisme
- Budget pour l'évènement ou le projet
- Description du projet



## BUDGET DE L'ÉVÈNEMENT OU DU PROJET FAISANT L'OBJET DE LA DEMANDE DE SUBVENTION COMMUNAUTAIRE

### Dépenses :

1. Coûts administratifs relatifs au projet (envois, photocopies, etc.) \_\_\_\_\_
2. Location \_\_\_\_\_
3. Transport \_\_\_\_\_
4. Équipement/matériel \_\_\_\_\_
5. Publicité \_\_\_\_\_
6. Autres \_\_\_\_\_
- TOTAL DES DÉPENSES** \_\_\_\_\_

### Revenus :

7. Revenus réalisés par le projet (p. ex., ventes, droits d'entrée, aliments/boissons) \_\_\_\_\_
8. Autre financement gouvernemental (provincial/fédéral) \_\_\_\_\_
9. Votre contribution \_\_\_\_\_
10. Montant demandé \_\_\_\_\_
11. Contributions en nature (voir la liste)
  - Heures de bénévolat \_\_\_\_\_
  - Utilisation d'un bâtiment et des services publics \_\_\_\_\_
  - Publicité \_\_\_\_\_
  - Dons \_\_\_\_\_
  - Transport \_\_\_\_\_
  - Équipement/matériel \_\_\_\_\_
- TOTAL DES REVENUS** \_\_\_\_\_