



# 2011 Equipment Loan Program or Community Assistance Program Fund APPLICATION

*For Community, Neighbourhood, Non-Profit Organizations*

## Eligibility:

1. The activity must be a fundraiser or a recognized community event that has impact to the larger Hamilton Community.
2. Third-party fundraisers are not eligible.
3. Organizations must be non-profit.
4. The organization must be based in the City of Hamilton and the event must take place on City property.
5. Adult tournaments and adult sport groups are **not** eligible to access the program.
6. Groups applying to the program do not receive any other funding or subsidy from the municipality in the provision of their services (i.e. Community Partnership Program, subsidized rental rates).
7. Equipment Loan: up to \$500 per event to a maximum two times per year.
  - a. Funds will be used for:
    - i. Equipment Rentals directly related to the event (Car rentals, tuxedo rentals, etc. would not be eligible.)
    - ii. Use of personal equipment related to an organization by a member will not be eligible for reimbursement. Only commercial rentals will be rebated.
8. Community Assistance: up to \$200 per event to maximum two times per year.
  - a. Funds will be used for but not limited to:
    - i. purchase of refreshments (eg. hotdogs, pop)
    - ii. purchase of program materials (if materials are to be used on an annual basis, records must be maintained identifying quantities and receive approval for disposing of any equipment)
    - iii. purchase of prizes
9. Groups qualifying for funding under the Equipment Loan Program or the Community Assistance Program will receive allowed reimbursement following the event – NO cash will be advanced.
10. All requests will be administered on an annual first come, first served basis until the budget is depleted.

## IDENTIFY THE FUND FOR WHICH YOU ARE APPLYING:

- Equipment Loan Program (up to \$500)
- Community Assistance Fund (up to \$200)
- Have you received grants or subsidies from the City of Hamilton through an alternate program? (i.e. Community Partnership Program, Fee Waiver, Subsidized/Non-Profit Rental Rates)

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Email \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a Non-Profit Organization?

**YES**

**NO**

Provide a brief description of your event:

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Attendance: \_\_\_\_\_

Description: (Examples: annual fundraising walkathon, community event for families at neighbourhood park, etc)

Have you requested or received any other funding or service in kind from the City of Hamilton in relation to hosting this event?

**YES**

**NO**

If "YES" please identify funding/service in kind received \_\_\_\_\_

Please summarize the items for which you are requesting funding and **attach receipts** of listed items:

ITEM	AMOUNT
<b>TOTAL REQUESTED</b>	

Please attach additional list if required.

**Please return application to:**

Rosanna Melatti

Grants Co-ordinator, Finance Department

77 James St N, Suite 400

Hamilton, ON L8R SK3

Inquiries: [rmelatti@hamilton.ca](mailto:rmelatti@hamilton.ca) or 905-546-2424 x 4524

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