



Pre-Application Checklist

Before applying for any funding program, it's important to ask some question of your organization to ensure you are ready to apply. There are some things you may wish to consider before sitting down to complete your application and we've included these questions to prompt discussion within your organization and with any collaborators you are working with for your funding application.

Organizational Background and Framework Information	Yes/No	More Information:
Is your organization incorporated as a not-for-profit organization? Is your organization governed by a Board of volunteers, providing oversight?		<p>Q: Does my organization need to be incorporated or a not-for-profit to receive funding? Do organizations need a Board to apply for funding?</p> <p>A: No – while there is not a requirement to be incorporated, your organization must have a formal structure in place to ensure transparency, accountability and sustainability. Check the <u>eligibility criteria</u> before applying. We do require a minimum of 3 board representatives be identified in your funding application and the President / Vice-President or Chair / Vice-Chair must sign and approve the application on behalf of the organization.</p>
Is your organization located in the Municipality of Clarington or elsewhere in Durham Region, and serving residents of Clarington? What is the impact of your services on Clarington residents?		<p>Q: My organization provides service in Clarington. Is that important?</p> <p>A: Yes – It is important to share information in your application about the communities your organization serves. We are particularly interested in the number of Clarington residents you serve and the impact your services have in our community.</p>

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<p>Has your organization looked for partners in the community who do the same or similar work?</p>		<p>Q: Should my organization look for a local partner or a local organization doing the same work?</p> <p>A: Yes - if other organizations are doing the same work for which your organization is applying for funding, it is important that you are able to share what you do differently, where the gap in service lies, and if you are partnering to realize efficiency. We are looking to support programs and services that enhance service levels, not duplicate existing programs.</p>
<p>Has your organization consulted with a subject matter expert or local networks?</p>		<p>Q: Should my organization consult with a subject matter expert before applying for a grant?</p> <p>A: If possible, Yes – if there is an existing network that helps co-ordinate efforts, there is always a benefit to learning how your application could complement that work. Reach out to our Community Development team for a conversation to discuss existing networks that could benefit your service provision.</p>
<p>Can your organization demonstrate alignment with our <u>Community Priorities?</u></p>		<p>Q: How do I know what types of initiatives will be supported?</p> <p>A: Before applying, refer to our <u>Community Priorities</u> to ensure that your organization and the services it provides, specifically those related to the project you are applying for are in line with our identified Priorities.</p>
<p>The Municipality of Clarington will not fund organizations that discriminate, or that seek to limit the legal rights and activities of people.</p>		<p>Q: Some funders have an anti-racism, anti-discrimination policies. What does that mean for my organization?</p> <p>A: The Ontario Human Rights code prohibits discrimination and exclusion of any kind. Organizations that exclude populations or refuse service to specific residents or populations are not complying with Ontario law.</p>