

Township of Centre Wellington

MacDonald Trust Fund Application Guidelines

In 2016, the Township of Centre Wellington received a very generous gift from Jack R. MacDonald in the amount of \$3.436 M that must be used for the long term positive impact in the former Village of Elora. Mr. MacDonald's father Frederick MacDonald was born in Elora in 1885 and died in July 1970. Jack R. MacDonald was born May 5, 1915 in Prince Rupert, British Columbia and moved to Seattle, Washington with his family at the age of three. Jack R. MacDonald began making annual donations to the Elora Arena Building Fund in memory of his late father. Jack R. MacDonald continued making annual donations to the former Village of Elora. Mr. MacDonald passed away in September 2013.

In 2016 Council approved \$1.805 M to be used towards the accessibility improvements at the Township Administration offices, enhancement of Downtown Elora in the means of reconstructing the Victoria Street Bridge for pedestrians, and the public realm improvements to West Mill Street. Council has determined to use the remaining \$1.509 M towards exciting projects/ideas proposed by the community.

The purpose of this document is for the Township of Centre Wellington to provide clarity on the process, commitments and expectations by The Township of Centre Wellington and Community Individuals/Organizations who are pursuing the implementation of **enhancements in the former Village of Elora** to promote healthy sustainable community amenities, programs and/or services for the benefit of Centre Wellington residents and visitors with the intent of enhancing the overall wellbeing of the community.

1.0 APPLICANT CRITERIA

Open to all individuals/organizations proposing an application for funding should consider the following criteria:

1.1 Qualifications

- 1.1.1 The proposed project will be open and accessible to all citizens. Projects must be based in the former Village of Elora with a significant positive impact on the quality of life for residents in the Township of Centre Wellington.
- 1.1.2 The proposed facilities, programs and/or services should serve/enhance clearly identified community needs not already adequately addressed by another organization, be it government or corporate or private.
- 1.1.3 The applicant should have demonstrated/documentated support from other sources.
- 1.1.4 Financially viable and sustainable. Financial responsibility should be demonstrated through the preparation and submission of operating/capital budgets specific to the proposal.
- 1.1.5 Any sized project will be considered.

- 1.2 **Council may grant consideration to entities that do not meet all the above criteria, but are unique in nature and fulfill a specific need in the community.**

2.0 APPLICATION PROCESS

Objective - The intent of the program is to provide financial assistance towards facilities, programs and/or services **within Elora** to enhance the quality of life for the residents of the Township of Centre Wellington by fostering, strengthening and stimulating wider community appreciation and participation in the community.

An application form must be received by the Township from the organization/individual on or before January 31, 2018 at 2 p.m. The application is to identify the need for the funding and the general intent of use of the funds.

The Community Services Advisory Committee will review the Application as part of the preliminary evaluation process.

- 2.1 Applications must be delivered to the Township Administrative office at 1 MacDonald Square in Elora to the attention of; Community Services Department office of the Managing Director of Community Services.
- 2.2 All applications will be forwarded to the Community Services Advisory Committee for review. This committee will prepare a report outlining its evaluation for each application received to the Committee of the Whole.
- 2.3 The Committee of the Whole will review the Community Services Advisory Committee report during regularly scheduled meetings.
- 2.4 The Community Services Advisory Committee will review the applications based on the applicant qualifications listed in section 1.0, and the following measures:
 - 2.4.1 Legal viability of project/program/service
 - 2.4.2 Fiscal accountability through operating/capital budget specific to proposal
 - 2.4.3 Administrative accountability
 - 2.4.4 Perceived economic impact
 - 2.4.5 Merit and achievement
 - 2.4.6 Community service and participation
 - 2.4.7 Responsiveness to existing/future community need
 - 2.4.8 Degree of accessibility within community
- 2.5 The Community Services Advisory Committee and/or Council may request any applicant to participate in an interview/presentation in order to further clarify information within their application letter.
- 2.6 The allocation recommendations will be finalized by the Committee of the Whole and approved by Council. Upon Council approval, successful applicants will be notified in writing.

3.0 CONDITIONS OF FUNDING

- 3.1 Recipients must acknowledge the support of the Township of Centre Wellington in all promotional materials.
- 3.2 Recipients must provide a written statement of use of funds within twelve months of the event/program/service.