

## 2024 Council Community Fund Application FORM A

The Information you provide on this form will be used to assess eligibility and consideration for the award of funds at a Common Council meeting.

### Program Description

Through the Council Community Fund Policy (the Fund) Council Members may apply for funding for projects or events that enhance the vibrancy and wellbeing of the residents of the City or minor capital expenditures to improve infrastructure. The Fund supplements Council's existing Community Grants program, allowing a timely and flexible approach to requests for smaller initiatives that align with Council priorities that would not otherwise coincide with the timing of the Community Grants Program.

Successful projects will advance one of Council's five priority areas **Grow, Green, Belong, Move and Perform.**



### Application and Eligibility for Community-Based Organizations

Applications must comply with the City of Saint John **Council Community Fund Policy**. For a complete description of application and eligibility criteria please review the Council Community Fund Policy.

Applications are always open for submissions during the calendar year.

Community-Based Organizations (CBOs) must be a registered non-profit or registered charitable organization holding its principal activities within the City of Saint John.

Application must also demonstrate that your proposal:

- is based in the City of Saint John
- will spend the funding within the financial year in which it is awarded.

Applications have a funding limit of **\$1500** per Council Member.

### FORM A.

**Name of the Council Member submitting this application:**

Deputy Mayor MacKenzie

**Name of Community-Based Organization:**

P.R.O. Kids

**Non-profit status:** (registered non-profit number, registered charitable organization number)

Charity organization, that is considered a branch of municipality.

**Name and Title of CBO individual responsible for the management of the Funds**

Greg Cutler – P.R.O. Kids Manager

**Phone Number:**

506-650-3763

**Email Address:**

gregory.cutler@saintjohn.ca

**Address:**

15 Market Square Saint John, N.B. E2L 4L1

Tell us a bit about your group (what does your group do?)

Positive Recreation Opportunities for Kids (P.R.O. Kids) is a charitable service operated by the City of Saint John that matches children and youth (up to 18) in financial need, with organized, registered recreation activities. Pro Kids assist families with the cost of registration fees, equipment and transportation for their children. Each year, hundreds of local kids are given the opportunity to participate in sports, recreation, arts or culture activity of their choice.

P.R.O. Kids is a confidential service available to all children and youth in Saint John, Quispamsis, Grand Bay-Westfield and Rothesay. All administration costs are covered by these municipalities, allowing 100% of all donations to P.R.O. Kids to go directly to assisting the children and youth of our community.

**Council Community Fund Application Form A – EXTERNAL FORM**

Tell us about what you want to do (describe the project / event / and any small capital asset request to support the project/event)

We intend to accept the funds identified through the Council Community Fund Application and turn that into sponsorships for 4-6 children to participate in organized, registered recreation activities.

Where is the location of your project / event?

NA

What do you think the benefits will be to people living in the city?

100% of the funds committed through this process will provide youth aged 2-18-year-old with the opportunity to participate in organized recreational opportunities they may not otherwise have because of financial need within the family.

How does your project / event contribute to addressing the priorities of Common Council?

We feel P.R.O. Kids advance the Council priorities of Grow and Belong.

How much will your proposal cost?

What do you need to carry out your project or event what is the estimated cost?

Breakdown of costs	Amount
Youth sponsorships	\$500
TOTAL:	

Please confirm the amount of funds you are requesting: \$500

Estimated completion date:

Will you be able to complete the project / event and obtain any small capital assets within the financial year in which it is requested?	Yes / No
Estimated completion date:	NA

**To Be Acknowledged by the individual responsible for managing the Funds for the Community-Based Organization named above.**

Accountability:



I acknowledge that if funds are provided by the City of Saint John, I will accept responsibility that the funds will be used for the stated purpose and within the timeline stated above.



I acknowledge that I will be responsible for keeping all receipts and/or invoices relating to the project or event above and completing an **Outcome Report** within 45 days of the project or event completion date.

**Liability Waiver for Community Based Organization Fund Recipients**

By submitting this application, I hereby acknowledge and agree that neither the City, its council, nor any of its members, agencies, officers, employees, or agents shall be held liable or responsible for any injury, including death to any person or for any claims, damages, liabilities, losses, costs, or expenses, including legal fees, arising out of or in connection with the use, allocation, distribution, or expenditure of the Council Members Discretionary Community Fund.

I, as an authorized signatory or representative who has legal authority to bind the Community-Based Organization, agree to indemnify and hold harmless the aforementioned entities from all claims, damages, liabilities and losses incurred in relation to or resulting from the use of the allocated funds.

Greg Cutler

Printed name of authorized signatory



Signature of authorized signatory

12/04/2024

Date

**Council Community Fund Application Form A – EXTERNAL FORM**

*Your privacy:*

*We will use the information you provide on this form for the award of funds. The award of funds is reported publicly. All information held by us is liable to disclosure under the Right to Information and Protection of Privacy Act unless it is exempt.*

City Clerk acknowledgement: (To be completed by City Clerk or their designate)



I acknowledge that the proposal described above meets the eligibility requirements of the *Council Community Fund Policy (CCFP)* and may proceed to the next public meeting of Common Council.