
Requests for Financial Assistance

Purpose

The Financial Assistance Program is to provide financial assistance to registered Oshawa-based non-profit groups and organizations (“organizations”) who can demonstrate that they can deliver programs, events or activities, that the City or organizations already supported by the City, would not normally provide and that could benefit all citizens of Oshawa.

Objective

To provide an objective means for responding to requests for financial assistance from Oshawa-based not-for-profit community organizations or groups by establishing criteria guidelines and a formal process to follow.

Criteria

These criteria have been established to aid in allocating limited funding to Oshawa-based non-profit groups and organizations that request financial assistance. However, meeting all criteria does not guarantee an allocation will occur.

- Only requests from registered Oshawa-based not-for-profit groups and organizations will be considered
- Organizations must be not-for-profit; service oriented; and structured so as to confer no benefits to its members
- Funding is limited to a maximum of \$500 – requests from organizations greater than \$500 must apply through the Partnership Grant Program
- Funding will not be provided on a retroactive basis, e.g., after the event has occurred
- The request must address a community need, respond to an under-served demand, or contribute to the City’s overall positive image
- Benefit to the community/public good must be demonstrated
- Event/Activity/Function must occur within the City boundaries
- Funding will not be provided for charitable causes beyond the applying organization
- Funding will not be provided to sports or recreation groups, clubs, teams, arts, culture, social clubs or similar groups for the purposes of sponsorship or assisting in defraying costs
- Funding will not be provided to organizations that charge the public an admission fee
- Funding will not be provided to support regular program costs, such as, salaries and office materials
- Organizations must provide their latest (audited) financial statement/report
- Organizations must demonstrate financial need
- Funding will not be provided to organizations that have an overdue amount owing to the City

Process

Application forms for Financial Assistance are available on the City's website <http://www.oshawa.ca/city-hall/resources/financialassistanceapplication.pdf> or from the Coordinator of Financial Reporting and Planning at 905-436-3311 ext. 2166.

Completed application forms and accompanying financial statements are to be sent to budgets@oshawa.ca or:

City of Oshawa,
Attention: Budget Services
50 Centre St. S.
Oshawa, ON
L1H 3Z7

To more fairly allocate limited funds to registered Oshawa-based not-for-profit groups and organizations, two intakes of applications will be accepted on the following dates:

- Intake 1 – Deadline December 1 (for the January 1 to June 30 period)
- Intake 2 – Deadline June 1 (for the July 1 to December 31 period)

For Financial Assistance requests for the period covering January 1 – June 30, applications must be received by the 1st bi-annual in-take deadline of December 1.

For Financial Assistance requests for the period covering July 1 – December 31, applications must be received by the 2nd bi-annual in-take deadline of June 1.

If the deadline falls on a weekend, applications will be accepted on the next business day.

Applications received after the deadline will be returned advising applicants to apply under the following intake.

Staff will evaluate the completed application to determine compliance with the goals of this funding envelope and against Council-approved criteria.

Should total requests meeting criteria exceed the semi-annual budget, a lottery will be undertaken to select recipients.

The list of applicants will be provided to Council for their approval.

Allocations will be made until the semi-annual budget allocation is exhausted. Should there remain an excess of funds for in-take 1, the remaining budget allocation for in-take 1 will be rolled forward to in-take 2 until it is fully spent. Any excess budget allocation resulting from in-take 2 will not be carried forward to the subsequent budget year.