Milton Community Fund
Emerging Organization Guidelines 2026

Purpose and Background
The Milton Community Fund Program is available to support nonprofit organizations whose initiatives add to the quality of life within our community or enhance the image of the Town. The Milton Community Fund was established by Town of Milton Council to distribute a portion of the funds received from the Ontario Lottery and Gaming Corporation (OLG) through the Town's hosting of Elements Casino Mohawk for the benefit of the community. To date, more than $8.4 million has been distributed. The Town of Milton is grateful to the OLG for their financial contribution to our municipality.

Relationship to the Town of Milton's Strategic Vision
The purpose of the Community Fund program is in keeping with the Town's strategic vision of a safe, diverse, welcoming (and connected) community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

Eligibility of Applicants

The Milton Community Fund is intended to support nonprofit organizations and groups whose programs and services are aligned with the goals of the Town of Milton's strategic action plan. Consideration will be given to nonprofit organizations that provide recreation, artistic and cultural programs and services for the benefit of the Milton community.

Organizational Requirements

Emerging Organizations **applying for a grant must:**

1. Have existed in the community for less than three (3) years.
2. Operate under the authority of an active volunteer board/executive/organizing committee with at least five (5) members and a minimum of four (4) members not related by blood or marriage.
3. Have a minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers **unless** evidence is provided to support the exceptions noted below*.
4. Have completed all program requirements associated with a previous Milton Community Fund grant.
5. Provide an operating budget for the organization's operating year in which funds received would be utilized. If this has not been established by application submission, the organization must submit either a draft or the previous year's.
6. Organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
7. Complete and submit a Milton Community Fund Grant Application Form in accordance with deadline; applications will not be accepted or considered after this point.
8. Successful recipients become ineligible for any other Town of Milton grant funding for the same calendar year that the Milton Community Fund has been allotted.
9. Emerging organizations are eligible for a maximum of 25% of their gross operating expenses.

***Exceptions to 75% Milton residency**: Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempted from this standard if the organization meets one of the following criteria:

- ✓ Provides an emerging or unique service
- ✓ Services a population with special needs
- ✓ Caters to a high performance/elite level of activity
- ✓ Showcases community events which draw a significant audience base

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Funding Opportunities

The following activities **are** eligible for funding:

- ✓ Start-up funds for emerging groups
- ✓ Start-up funds for new programs and services
- ✓ Program and service expansion
- ✓ New projects
- ✓ Equipment for programs and skills training
- ✓ Educational or celebratory events (festivals, concerts, tournaments, championships, workshops, etc.)
- ✓ Training clinics or certification programs for coaches and trainers; activity must be considered a minimum certification requirement (maximum $300 per person)
- ✓ Training clinics or certification programs for officials (umpires, referees, etc.); activity must be considered an entry level certification requirement by the governing body (maximum $300 per person). Training proposals will only be accepted from organizations with 75% Milton resident/ratepayers (exceptions to this requirement are not applicable to training requests).
- ✓ Facility upgrades and new construction of properties owned or leased by not-for-profit organizations serving Milton residents up to a maximum of $30,000 (priority will be on projects located within the Town's municipal borders). For capital and/or facility upgrade requests, organizations are required to provide a financial and/or in-kind commitment to the project.
- ✓ Matching support for projects which will enhance Town property. Organizations should contact the Town of Milton before starting a "matching grant" request at 905-878-7252 ext. 2539.

- ✓ **Please be aware of the following requirements:**
  - Submission of an application does not guarantee funding. Organizations are cautioned from relying on the Milton Community Fund for annual support, as funding determinations are made in context with the total number of submissions made each year and the total amount of funding available.
  - Organizations may request monies for more than one of the above funding options, but must consolidate all requests within a single application.
  - Grant recipients must be able to provide proof of General Liability Insurance coverage for any approved allocations or associated events, with a limit of not less than $5 million proof of insurance, listing the Corporation of the Town of Milton, 150 Mary St., Milton., ON L9T 6Z5 as an additional insured and it must include an indication that cross liability is included under the General Liability Policy; and 30 days written notice of cancellation or material change in coverage.
  - Grant recipients are responsible for all arranging and applying for any and all inspections/permits/licenses/approvals related to the approved items of their application.

Ineligible

The following **activities** are **not** eligible for funding:

- × Programs/services not aligned with the Town of Milton's strategic action plan
- × Invitational or discretionary travel
- × Travel or training associated with team tryouts
- × Uniforms for sport teams
- × Beautification projects
- × Flow-through funding (where the intent is to directly redistribute funds to others for example bursaries or scholarships)
- × Facility upgrades where religious or belief system activities take place
- × Debt retirement, depreciation or deficit funding
- × Retroactive funding (activities or costs incurred before grant approval)
- × Duplication of funding received or requested from another funding organization or level of government
- × Activities that could be deemed discriminatory as defined by the Ontario Human Rights Code
- × Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine
- × Political and/or advocacy activities
- × Miscellaneous expenses

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The following **applicants** will **not** be eligible for funding:

- × Individuals
- × For-profit organizations
- × Foundations that raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies
- × Universities, colleges, schools and their associated/auxiliary groups or agencies
- × Organizations considered to be within the social service sector
- × Organizations whose activities could be deemed discriminatory as defined by the Ontario Human Rights Code
- × Organizations whose purpose is related to political activity
- × Organizations that are not in good financial standing with the Town of Milton

Assessment Criteria

- The benefit to the Milton community and the need for the items proposed must be clearly demonstrated.
- Organizations must demonstrate how the community is made aware of the programs and services they provide and how the community can participate.
- The relationship between an organization's annual budget and the amount of funding requested should be realistic.
- Organizations must demonstrate their ability to manage and sustain growth that may result from receiving this grant.

Review/Approval Process for Grant Applications

- Applications are reviewed for completeness and clarity by Town of Milton staff members, and then forwarded to members of the Community Fund Advisory Committee (CFAC), which is a group of volunteers comprised of seven (7) people, including one (1) Milton Town Councillor.
- CFAC members will prioritize recommendations with respect to community benefit, lasting impact of the initiative and future sustainability.
- Other community funding organizations and levels of government may be consulted during the review process.
- Recommendations from CFAC are forwarded to Milton Council for final approval.
- Funding may be allocated in any amount as deemed appropriate by CFAC. All decisions are final.

Notification of Application Status

- Applicants will be notified of their application status by January 2027.
- All grant recipients will receive written notification regarding the amount and specific uses of the funding, any funding conditions, and any applicable agreement requirements.
- Funding will be released with documentation of expected evaluation and reporting requirements.
- Grant recipients can be subject to an audit conducted by the Town of Milton.

Available Funds

The total funding available for cash grants from the 2026 Milton Community Fund program is approximately $425,000.

Timing for Use of Funds

Successful candidates must use the grant funding within one (1) year of receiving the funds.
Exceptions can be made upon request.

Application Submission Deadline

Monday, July 27, 2026, by 4:30 p.m.

Submit your application package as follows:
Online: Via the Milton Community Fund webpage (https://www.milton.ca/en/arts-and-recreation/milton-community-fund.aspx)
By Mail or In-Person: Town Hall, 150 Mary Street, Milton, ON, L9T 6Z5
Attention: Milton Community Fund; The Corporation of the Town of Milton (Community Services Department)

For more information

Contact the Milton Community Fund Administrator, **Phone:** 905-878-7252, ext. 2539
Email: miltoncommunityfund@milton.ca