

Together CK

Annual Grant Funding, 2027

Introduction

Together CK (originally called the Community Partnership Fund) was established by Council in 2000, as a grant program to support local initiatives including events, one-time projects, and operational funding through the four-year Core Grant program. Together CK is a portfolio of grant programs which provide matching funds (up to 50%) to support community initiatives and programs that support Council Term Priorities.

The information in this guide focuses on the Together CK Annual Grant Program. This program provides grants to non-profit organizations and community groups throughout Chatham-Kent for Events and Community Projects.

Council Term Priorities, 2022-2026

To support progress towards Council Term Priorities, below are the areas of focus the Together CK Committee uses to evaluate applications:

Deliver Excellent Service: Deliver excellent service by creating a capable, sustainable, and efficient administration that is connected to the community and our government partners.

Promote Safety and Well-Being: Promote inclusion and the quality of life for “all ages and stages” in our community with investments and programming in arts, heritage, recreation, social and health services.

Grow Our Community: Grow our community with a focus on housing, infrastructure, services, workforce, and business expansion we need to thrive.

Ensure Environmental Sustainability: We will ensure environmental sustainability by preserving the natural environment, reducing our carbon footprint and increasing resilience to climate change impact.

Funding

Applicants can request:

- 50% of a Significant Event’s expenses up to a maximum of \$25,000
- 50% of a Community Event’s expenses up to a maximum of \$5,000
- 50% of a Project’s expenses up to a maximum of \$10,000

In-kind contributions can be included in the applicant’s 50% contribution, up to 25% of the full budget (or half of the applicant’s 50% contribution).

In-kind Valuation

If the application shows an in-kind valuation of more than 25% of the total, only 25% will be considered in the funding request assessment.

In-kind may include volunteer time, calculated at minimum wage.

Eligibility Criteria

An applicant must meet each of the eligibility criteria to advance to the decision-making stage of the review process.

- The applicant shall be a registered non-profit corporation (including Canadian charities), Business Improvement Areas, or grassroots community organization.
 - The Significant Event stream is only open to registered non-profit corporations or Business Improvement Areas.
 - Grants are not awarded to **individuals, commerce, businesses, industries, sports teams/facilities, schools, foundations/third-party fundraising organizations, or sole proprietorships.**
- The event/project is located within the geographic boundary of Chatham-Kent.
 - The intent is to invest local resources in local initiatives and organizational capacity, not to supplement campaigns developed and delivered into the region through international, national, or provincial organizations.
- Applicants are only permitted to submit a single application per funding stream: Significant Events, Community Events, and Community Projects
- Event eligibility
 - All events must be free to the public to access. Specific activities within the event may have fees associated and must be outlined in the application.
 - Significant Events stream is open to one-day or consecutive-day events with a minimum attendance of 5,000 people
 - Community Event stream may include event series. The total eligible funding is \$5,000 for the entire series, not per event.
- The applicant shall respect the Canadian Charter of Human Rights and Freedoms and promote equal access and opportunity for all persons. The Municipality is nonpartisan and does not provide financial support to a religious or political doctrine.
- All applicants are screened for debt to the Municipality. **Those in debt (e.g. taxes owed, delinquent on final reports for previous grants, fines, etc.) will be deemed ineligible for consideration.**
- Grant applicants must demonstrate a 50% budget matching for the event or project.
 - Events and projects may accept donations or use fundraised dollars to support the needs of the event/project, but profit beyond expenses will be deemed ineligible. Collection and use of funds must be clearly outlined in the application budget.
 - Use of Together CK funds is intended for the direct Event or Project needs outlined in the application and are not to be used toward fundraising efforts of third-party services, programs, or operational needs.

Grant Guidelines

Together CK is a limited resource fund replenished by the Municipality of Chatham-Kent on an annual basis. The applicants must agree to and abide by these terms and conditions:

1. Applicants may apply for up to:
 - a. 50% of a Significant Event's costs, to a maximum of \$25,000.
 - b. 50% of a Community Event's costs, to a maximum of \$5,000.
 - c. 50% of a Project's costs, to a maximum of \$10,000.
2. No more than 25% of the overall project costs may be considered in-kind (this includes the value given to volunteer labour).

3. Final grant amounts are approved by Council. Once a grant is approved, the amount of the grant will not increase, even if the event/project costs increase.
4. Applications will be considered only if they are submitted before the event/project begins and any eligible costs associated with the event/project are incurred. Events/projects will not be funded retroactively.
5. If information in the application proves to be inaccurate, or not completed in accordance with the application information, or if the applicant does not follow the grant terms and conditions, the Municipality of Chatham-Kent reserves the right, at its sole discretion, to withhold grant payment and not issue any further funds.
6. The organization must extend its services to the public of Chatham-Kent and should not exclude anyone by reason of race, religion, ethnic background, or accessibility.
7. Any grant shall be used only for the purpose approved by Council, as further described in the grant application form. The grant recipient shall notify Chatham-Kent of any proposed material changes to the nature of, or budget for the activities for which the grant has been made and shall use the grant for such altered activities only with the prior written consent of Chatham-Kent.
8. The grant recipient shall repay the whole or any part of the grant, as determined by Chatham-Kent, if the grant recipient:
 - a. Ceases to operate as a non-profit organization.
 - b. Merges or amalgamates with any other party.
 - c. Has knowingly provided false information in its grant application.
 - d. Uses grant funds for purposes not approved by Council.
 - e. Breaches any of these terms or conditions; or,
 - f. Breaches any of the provisions of the Ontario Human Rights Code in its operations.
9. The grant recipient shall notify Chatham-Kent of the occurrence of any of the events referred to in clauses 8(a) through 8(f).
10. Any unused portion of a grant remains the property of Chatham-Kent. If an unused portion of the grant has already been paid to the grant recipient, it shall be repaid by the recipient on request.
11. Because funding is limited, applications will be evaluated based on the eligibility requirements and granting priorities.
12. The grant recipient shall not transfer or assign the grant or any part thereof to another organization or individual, without the prior written consent from the Municipality of Chatham-Kent.
13. Organizations that receive grants must acknowledge the support of the Municipality of Chatham-Kent in **all** advertising, publicity, signage, plaques, etc. related to the event/project.
 - a. Branding, signage, and logo usage pertaining to the Corporation of the Municipality of Chatham-Kent **must** be approved by the Municipal Communications Division prior to use or inclusion in any marketing or communications material.
14. Grant recipients agree to indemnify and hold harmless the Municipality of Chatham-Kent from all claims arising out of the providing/withdrawal of funds, construction of projects or any other use of grant funds provided as a result of the grant process.
15. All applicants consent to the public release and Municipal use of information contained in their applications and reports submitted and agree that the content of the application may form a public record that can be accessed by the public.
16. If information in the application proves to be inaccurate or if the project is not being completed in accordance with the application information, or if the applicant does not follow the Terms

and Conditions, the Municipality of Chatham-Kent reserves the right, at its sole discretion, to withhold grant payment and not issue any further funds.

17. As a recipient of public funds, you are required to maintain adequate accounting records as to the receipt and disbursement of funds received from the Municipality of Chatham-Kent. The Municipality of Chatham-Kent shall have the right to review the applicant's books and records regarding the funding.
18. By accepting Together CK Grant funding, the applicant consents the release to the Municipality of Chatham-Kent of financial information by any other organization providing funding or financial support to the applicant.
19. Funding may be cancelled at any time as the funding is subject to Council approval of the annual municipal budget and/or service reviews. **The funding may be decreased or eliminated with no prior notice given to the recipient.**

Ineligible Expenses

Grants are not made towards:

- Administrative costs (i.e. wages)
- Core operating costs or capital building campaigns
- Operating or capital deficits
- Organization-specific advertising, marketing, videos, fundraising activities, office expenses, etc.
- Fundraising activities or third-party funding bodies
- Major capital expenditures (land, buildings, "hard" infrastructure)
- Research or the publication of studies
- Training, conferences, workshops, tournaments or travel outside the community
- Activities of religious organizations that solely serve membership and/or their direct religious purposes
- Services that, in the opinion of Chatham-Kent Council, are beyond the requirements of the community, or beyond a generally accepted standard of service already being provided by Chatham-Kent, another level of government, or another organization

Important Dates

The application deadline is **Saturday, October 31, 2026, at 11:59 p.m.**

Application submission period begins	October 1, 2026
Eproval Webinar	October 7, 2026
Public information session	October 14 2026
Application deadline	October 31, 2026
Together CK Committee Review	Nov-Dec 2026
Funding recommendations submitted to Council for approval	January 2027
Funding notifications to applicants	January 2027

Late applications will not be considered. All applications must be submitted using the online application form. Please contact the grant administrator for accommodation.

Application Review

Together CK application review is conducted by municipal administration and the Together CK Committee. Recommendations for funding are provided to Council for final approval.

Note:

- Applications are evaluated based on the eligibility requirements and granting priorities. Applicants are not guaranteed funding.
- All grants are for one-time funding and future funding is not guaranteed.
- Organizations must complete existing events/projects before applying for additional Together CK Annual Grant funding.
- Priority is normally given to organizations and/or projects that did not receive funding in previous years.

Successful Applicants

Funding Agreement

A funding agreement (contract) is required from all applicants receiving funding from the Municipality of Chatham-Kent.

- Successful applicants will receive a notification letter and agreement via email.
- The agreement must be signed and returned to the grant administrator for funding to be processed. Funding will not be released without the receipt of a signed agreement.
- Once approved, applicants may request an advance of up to 50% of the total grant amount subject to approval by administration.

Final Report

Grant recipients must submit a final report and demonstrate that grant funds were spent as described in the application. Events/projects must be completed within one year of the application approval. Final Reports must be received prior to final funding being distributed and must include the following information:

- Budget (template provided)
- Copies of all receipts
- Pictures of project

Assistance

For assistance in the application process, or general questions about the Together CK program, please contact the grant administrator at 519-360-1998 or TogetherCK@chatham-kent.ca. The administrator will provide guidance in identifying ineligible projects, expenses or referrals to other grant programs.