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**Renate Willms, Supervisor of Administration
Department of Community Services**

September 2, 2016

Tier 1 Grant Recipients:

Re: 2017 Tier 1 Community Grants Process

The purpose of this letter is to request information from you if your organization is seeking a 2017 Tier 1 grant. In order to be considered for 2017 funding, organizations must submit a written request which includes the following:

- a letter of intent confirming your organization's grant amount request for 2017 and outlining any significant changes* planned for 2017
- a copy of your organization's most recent financial statement (audited if the grant received is \$50,000 or greater)
- a detailed budget for the following fiscal year
- a copy of your organization's current insurance certificate (unless previously submitted)
- the most current statistical information available on number of program participants, event audiences, members and volunteers (as applicable)

* Significant change is defined as a planned circumstance, within the control of the organization or group, which will affect its facility, operations, program, budget and/or governance; examples include a reduction in programming, a change in governance/board, and/or a change in location of programs.

All Tier 1 grant organizations must submit the above noted information to me (by hard copy or email) no later than **Friday, October 7, 2016**.

Tier 1 grant recommendations for 2017 will be submitted to the Community and Infrastructure Services Committee (CISC) for consideration on Monday, December 5, 2016. You will be notified of your application's status prior to this meeting and will have an opportunity to attend the CISC meeting should you wish to appeal the staff grant recommendation. Please note that all 2017 Tier 1 grants are subject to final 2017 budget approval by Council.

At this time I would also like to advise you that, should you wish to consider applying for a 2017 Tier 2 grant, the application deadline is 5 pm on December 2, 2016. Please note that Tier 1 groups are eligible to apply for Tier 2 funding only for one time special projects or events. If you are considering applying for a Tier 2 grant, please contact Kathleen Woodcock at kathleen.woodcock@kitchener.ca or 519-741-2200, ext. 7597. We will also be offering a public information session on the Tier 2 grant process on November 16, 2016, from 5 to 6 pm in the Conestoga Room on the ground floor of Kitchener City Hall. Staff will be available at that session to provide details on the Tier 2 grant process and answer any questions.

If you have any questions regarding the Tier 1 grant process, please contact me as soon as possible.

Sincerely,

Renate Willms
Supervisor of Administration