

The Township of Springwater is committed to assisting its residents whenever possible. A Community Assistance Program has been established to provide financial assistance to residents in need. Examples of eligible requests include, but are not limited to:

- Helping residents participate in programs offered by the Township of Springwater.
- Assisting families or individuals in immediate need following a fire, death or illness.
- Supporting worthwhile initiatives of non-profit charitable organizations in Springwater Township.

The Community Assistance Program Committee shall receive approval from Council regarding the disbursement of funds allocated to the Community Assistance Program based on the following criteria.

1. The recipients live in Springwater Township.
2. The recipients are in need of financial assistance.

# Community Assistance Program

## Application Form

All requests for assistance must be submitted via a complete application form.  
All information will be kept confidential.

### Personal Information:

First Name:

Last Name:

Address:

City:

Postal Code:

Email:

Phone:

Additional Family Members (including dependent children under the age of 18):

### Funding Request:

Amount Requested:

Reason for Request (include separate page if necessary):

The statements made above, are to the best of my knowledge, complete and accurate:

Signature:

Date:

Please submit the completed form and any supporting documentation:

#### In person or by mail:

Township of Springwater  
Re: Community Assistance Program  
2231 Nursery Road  
Minesing, ON, L9X 1A8

#### Email:

CAP@springwater.ca

#### Fax:

705-728-6957

*Your personal information is being collected under the authority of the Municipal Act under section 8(1). The use of your personal information will be restricted to the purposes described or for any consistent purpose. If you have any questions please contact the Clerk for the Township of Springwater, 2231 Nursery Rd., Minesing, ON, L9X 1A8, 705-728-4784.*

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## The Corporation of the Township of Springwater Community Assistance Program (CAP) Advisory Committee

### Terms of Reference

**Purpose:**

To recommend to Council the disbursement of the funds allocated to the Community Assistance Program (CAP).

**Mandate:**

1. A portion of the net proceeds of the Springwater Swing Golf Tournament are being allocated to CAP
2. The Terms of Reference (TOR) develops criteria to determine how the funds allocated to CAP are to be disbursed.
3. The program is designed to allocate funds to those in need as soon as possible
4. The TOR also defines how the decision making is managed and requires that regular reporting be made to Council
5. The actions of the CAP Committee will be coordinated with service groups and churches to ensure the program is as effective as possible.

**Composition:**

The Committee shall consist of three Council members appointed by Council.

**Term of Appointment:**

Term of Council

**Authority:**

The CAP Committee has delegated authority to make decisions on applications for time sensitive/emergency requests up to \$500. A total of \$5,000 can be dispersed through this method annually.

For CAP applications involving requests of more than \$500, the CAP Committee shall review the applications and make a recommendation to Council for their consideration.

Council must make decisions on applications exceeding \$500.

**Voting:**

The intent of the CAP program is to deal with requests for immediate need. For CAP applications \$500 or less the CAP Committee will vote on these applications in person or by phone and email.

For CAP applications involving requests of more than \$500, recommendations from the CAP Committee will be made to Council. In order to deal with these applications in a time sensitive manner, these applications will go to the next meeting of Council.

**Reporting Structure:**

The Committee shall report to the Council on a quarterly basis or as needed.

**Resources:**

Township staff will act as a resource, as required.

**Protocol:**

Staff will receive and inform committee members when applications have been received. The CAP committee will review the applications and determine if the applications qualify, and if a decision can be made by the Committee (requests \$500 or under) or all of Council (requests above \$500).

**Meetings:**

Meetings of the CAP committee will take place in a timely fashion as required. Meetings can be in person or via phone or email.

**Review:**

This program will be reviewed by Council on an annual basis.

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## Criteria for the Allocation of Community Assistance Program (CAP) Funds

The CAP Committee shall receive approval from Council regarding the disbursement of funds allocated to the Community Assistance Program based on the following criteria:

1. The recipients live in Springwater Township.
2. The recipients are in need of financial assistance.

In general, the purpose of this fund is to directly assist Springwater residents in need.

Examples of the types of requests which may meet the criteria for funds are:

- Purchasing a new pair of running shoes for an athlete who has the talent but lacks the money for proper footwear.
- Helping low-income students with the cost for going to the prom in their graduating year.
- Helping families or individuals in immediate need following a fire, a death or an illness.
- Buying school supplies or winter clothing for families in need.
- Supporting worthwhile initiatives of non-profit charitable organizations in Springwater Township.
- Helping residents participate in programs offered by Springwater Township.

If there are funds left over at the end of the year, they may be used to meet the needs of the community hall boards to enhance their social events and/or volunteer appreciation.