

56 Queen Street Port Hope, ON L1A 3Z9

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2025 Community Grant Application

Please complete the below 2025 Community Grant application. Any questions that have a red *asterisk are considered mandatory fields. Completed hard copy applications can be mailed, hand delivered or placed in our drop-box at Town Hall, 56 Queen Street, Port Hope, L1A 3Z9.

Organization Information

Non-profit Organization/Registered Charity Name: *

Community Counselling and Resource Centre (CCRC)

Address (Including Postal Code): *

540 George St N, Peterborough, K9H 3S2

Contact Information

First and Last Name of Contact Person: *

Kirsten Armbrust

Title of Contact Person: *

Executive Director

Phone Number: *

705-743-2272

Alt. Phone:

999-999-9999

Email: *

karmbrust@ccrc-ptbo.com

Applicant Eligibility

1. Are you a non-profit organization or a registered charity? Please select ONE: *

- ☒ Registered Charity
- ☐ Non-Profit Organization

If you are a registered charity as per CRA please indicate your registered number:

118912880RR001

2. Which of the following describes your non-profit organization or registered charity? (Select all that apply) *

- ☒ Initiate or deliver programs and services to the citizens of Port Hope.
- ☐ Provide events of a Municipal, Provincial or National significance, which could be expected to bring economic, and/or public relations benefit to the Municipality.
- ☐ Provide programs and services to address any urgent and pressing events and natural disasters (i.e. fire, flood, earthquake).
- ☐ Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

Application Information

1a. Name of Event or Program: *

Professional Counselling

1b. Date range of the Organization’s Event: *

April 1, 2025-March 31, 2026

If requesting general program funding then enter N/A for the date range.

2. Are you applying for up to \$5,000 or up to \$10,000? *

- ☐ Up to \$5,000
- ☒ Up to \$10,000

3a. Prior Year’s Grant Request:

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3b. Prior Year's Awarded Grant: \$

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4. Please briefly describe the organization's programs and services: *

CCRC has been operating out of Peterborough since 1956. Northumberland Community Counselling Centre closed in 2001 which resulted in a gap in service. In 2022, CCRC began providing professional counselling services in Northumberland. We serve adults 18+ who are struggling with mild to moderate mental health concerns. Our services are offered on a short to mid-term basis (approximately 6-12 sessions) on a sliding fee scale with no one turned away due to an inability to pay. None of our clients who have accessed services in Northumberland have been able to pay full fees. Our counsellors are Master level trained and are part of a regulatory college. We offer individual and couples counselling in-person, by telephone or secure web-based platform. We also offer a number of groups and workshops out of our Peterborough office, many of which are held virtually. Those living in Northumberland also have access to these groups.

5. Please provide a statement of the organization's goals/objectives: *

We recently completed our strategic plan for 2024-2028 and identified the following:

Our mission statement is "We empower people and strengthen our community by offering counselling and housing support, nurturing personal growth and stability."

Our vision is "Thriving individuals, thriving communities."

Our strategic priorities and goals are:

1. Known Identity, Clear Access
2. Trusted Leader, Regional Provider
3. Strong Team, Stable Organization

We offer all of our services in Peterborough and have been able to expand our Professional Counselling services to both Northumberland and the City of Kawartha Lakes.

6. Please provide a description of how the organization's program or service advances Council's strategic plan: *

Our Professional Counselling program aligns with the municipal priority of "multi-generational community opportunities". CCRC supports adults from 18+ and our agency has expertise working with individuals across the life stages. When people are struggling with mental health concerns this impacts every aspect of their life including their ability to work and their relationships with family members. We know that many adults in Northumberland are in positions where they are supporting both their children and aging parents. By helping individuals develop coping strategies to manage their own mental health, they are more able to support their loved ones. This enhances the quality of life for the entire family. In our last fiscal year 24% of people accessing our general counselling in Northumberland lived in Port Hope, identifying a significant need for counselling. None of these clients were paying our full-fee, which would suggest they would have been unable to access private counselling.

For a copy of the Port Hope Strategic Plan, go to porthope.ca/strategic-plan

7. If Council approves the organization's Community Grant request, what will the funding be used for? *

This funding would mean we can continue to provide the same service level, or potentially expand. Currently we receive funding from Northumberland United Way, Northumberland County, Cameco and some private donations. Currently we are able to support .8FTE of a Professional Counsellor. Last year we completed 85 intakes and 78 people were seen for ongoing counselling. At present, there are a total of 23 people on our waiting list, this represents 14 people who have been contacted by us with appointment times who we are waiting for call backs, as well as an additional 9 who have not yet come up to the top of the list. This number continues to grow and we would like to expand our services and support more individuals and couples.

8. Please provide a description of how the organization intends to measure the success of the program or service: *

CCRC uses a measurement-based care program called Greenspace. Clients who consent are provided with the ability to complete online assessments that track symptoms and progress. Improvements in symptoms is a measurement of success. We also track the number of people accessing the service, number of sessions and demographic information including place of residence.

9. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents) *

Last fiscal year there 23 were people who accessed counselling who indicated they lived in Port Hope, representing 24% of people accessing counselling in Northumberland County.

10. What new initiatives will the organization be doing in the upcoming year? *

Many of our therapists are trained in EMDR (Eye Movement Desensitizing and Reprocessing) therapy. A modality commonly used in the treatment of trauma. While our primary Northumberland counsellor is trained we are working on getting the other counsellor trained as well, so that everyone will be able to access this service. We also continually review and adapt our group offerings to meet client needs. Many of our groups are offered virtually so that clients in all of our catchment areas are able to participate. This year, for example, we are launching a new psychoeducation group on trauma and workshops on seasonal affective disorder, anxiety, parenting, holiday stress and mindfulness which are virtual. Many of these are new this year.

11. Does the organization work jointly with any other community or organization? If yes, please provide details: *

While we do not have formal partnerships in Northumberland we regularly communicate and collaborate with other agencies, typically through referrals. Our primary counsellor in Northumberland is very familiar with local services and regularly communicates with other service providers to ensure clients receive fulsome services.

12. Does the Municipality provide your organization other financial support? (i.e. fee waiver, etc.) If yes, please indicate the amount and provide description: *

No

13. How is the organization decreasing reliance on Municipal funding? *

We have never before requested or received funding from the Municipality of Port Hope. We are continuing to work at diversifying our funding sources, including private and corporate donations.

14. Please indicate how the Municipality's financial support will be acknowledged. If possible, please provide an example: *

We acknowledge our funders through social media, newsletters and annual reports. At times we also issue press releases. We are open to acknowledging the financial support in other ways at the Municipality's request.

Financial metrics

15. Please provide the following financial metrics for your organization

a. Previous Year Total Revenues: *

\$1,908,279

b. Previous Year Total Expenses: *

\$1,847, 266

c. Total Assets *

\$1,370,753

d. Total Liabilities: *

\$556, 029

e. Planned Revenues for upcoming year: *

\$1,964,457

f. Planned Expenses for upcoming year: *

\$1,964, 456

16. Any additional information you find necessary:

These are the totals for the entire agency. Peterborough services receive provincial funding as well as significant municipal funding from the City of Peterborough to support Peterborough programs.

a. and b. are for April 1, 2023-March 31, 2024

Northumberland for this time period was a. \$79, 690 b. \$79, 690

e. and f. are April 1, 2024-March 31, 2025

Northumberland budget for the time period is \$104,000

2025 Community Grant Application Attestation

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- a. The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- b. If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Director, Finance.
- c. That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- d. That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- e. That the Organization will retain and make available for inspection by the Municipality or its auditors, all records and books of accounts of the Organization upon request from the Municipality which may be made within 2 years of the grant award.
- f. That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.
- g. That the program or services not be represented as a Municipal program or service, and that the Organization does not have authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the Organization.
- h. All payments will be issued by electronic fund transfer. Payments will only be issued to bank accounts registered in the non-profit organization/ registered charity name as specified on the application.

Signing Authority

We certify that to our knowledge, the information provided in this application for a Municipal Community Grant is accurate and completed and endorsed by the organization which we represent.

Authorized Signing Officer - Name *

Kirsten Armbrust, Executive Director

Authorized Signing Officer

Date (MM/DD/YYYY) *



Personal information is collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection Act (MFIPPA). This information, once collected, may be accessible by members of the public upon request, unless exempted by law. Furthermore, this information may be published as part of the public record, in accordance with the legal requirements set out in MFIPPA and other legislation. Questions regarding the collection, use and disclosure of personal in information can be directed to the Municipal Clerk at [905-885-4544](tel:905-885-4544) or clerk@porthope.ca.