



MUNICIPALITY OF

# PORT HOPE

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 Health Centres of Northumberland

**Address (Including Postal Code): \***

100-99 Toronto Rd, Port Hope, Ontario, L1A 3S4

### Contact Information

**First and Last Name of Contact Person: \***

Becky Lyon

**Title of Contact Person: \***

Program Developer

**Phone Number: \***

905-885-2626

**Alt. Phone:**

999-999-9999

**Email: \***

[blyon@chcnorthumberland.ca](mailto:blyon@chcnorthumberland.ca)

# 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:

852 859 198 RR0001

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: \*

Community Food Market

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

enter N/A

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:

N/A

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

N/A

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

The Community Health Centres of Northumberland (CHCN), is both a registered charity and not-for-profit, delivering primary care (family physicians and nurse practitioners), diabetes education, mental health and addictions counseling, geriatric outreach services, a memory clinic, dental care, and many health promotion and community development activities. The CHCN also participates in several key local partnerships that enable program and service development to reach more Port Hope residents. Examples of these partnerships include the newly opened Port Hope Medical Walk-In Clinic, and the Northumberland Youth Wellness Hub.

The Community Food Market, housed within our community health centre, provides an opportunity for community members to purchase fresh produce, meats and other locally sourced food at reduced prices. Established in June of 2023, this community-based program is as an affordable, low barrier farmers' style market where the benefits of the program are two-fold. The market offers the opportunity to highlight and support the local food network of farmers and food producers, while also alleviating the impact of rising food costs and food insecurity experienced by community members struggling to afford nutrient dense food on a regular basis.

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

Our goals for the Community Food Market are to improve nutritious food access by offering an affordable market, break social isolation amongst community members who use the market, and expand access to healthy food within Port Hope and beyond.

As such, the objectives of the market are three-fold: 1. To support our community members who are struggling with rising food costs 2. To showcase local farmers and markets here in Northumberland, and 3. To reduce our carbon footprint by buying and distributing goods locally.

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

In supporting the operations of the Community Food Market, our community food programming at the Community Health Centres of Northumberland aligns with the following Strategic priorities of the Municipality of Port Hope:

Intentional Growth Planning: in the conservation of small community values, the CHCN Community Food Market continues to support a network of local food farmers and food producers to lower our carbon footprint and reduce our environmental impact, while also alleviating the impact of rising food costs for our community. In addition, we enact a closed-loop system where we are able to repurpose what doesn't sell at the market to create meals in our kitchen, reducing food waste.

Multi-generational community opportunities: the Community Food Market has functioned as a community hub where people of all ages can gather and talk about food, local events, and health. Recently, with the hiring of a CHCN Garden Coordinator, CHCN has offered several food preservation workshops that are open to the public. This preservation workshop series has expanded multi-generational community opportunities, sharing intergenerational knowledge on food preparation, preservation and cultural traditions.

For more information on our community-based programs please see: <https://youtu.be/emAr-GoTdxs>

For a copy of the Port Hope Strategic Plan, go to [porthope.ca/strategic-plan](http://porthope.ca/strategic-plan)

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

To support the sustainability of the Community Food Market and increase our buying power, we are requesting \$10 000 to support the purchasing of fresh produce, meats, and other locally sourced foods, in addition to applying a portion of the funding (15%) to our programming and administrative costs. We have projected that this funding will extend our program over a 6-month period as we continue to source additional granting opportunities to sustain operations of the Community Food Market.

To date, we have continued to reduce the stigma associated with living on a low income by offering fresh produce at a reduced cost, bringing in many new faces to the Community Food Market as a result.

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

Our identified key performance indicators (KPIs) to measure the success of the program are as follows:

1. Sustain our average purchasing goal of \$1000 for weekly purchasing amounts from local farmers.
2. Allocate approximately 60% of locally sourced funding to be spent at Port Hope businesses for the Community Food Market.
3. Increase the number of newly recruited farmers into the program (1-3).
4. Increase the number of newly recruited volunteers into the program (1-2).
5. Increase the number of weekly transactions from 70 to 75
6. Translate program materials into French for our bilingual clients: Community Food Market brochure (1), infographic (1) and poster (1)
7. Generate meaningful inclusion of Community Food Market access to neighbouring elementary and middle schools:  
# of schools engaged: (Ganaraska Elementary School, Beatrice Strong elementary school, Port Hope Highschool, Dr MS Hawkins middle school & St. Anthony's Catholic Elementary School (with included email blast to neighbouring schools and material distribution).

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

The vast majority of our clients accessing the market have been identified to be from the Port Hope area, and a handful of customers are from the Cobourg area.

From a recent Community Food Market survey conducted in July of 2024, it was found that approximately 3% of clients were aged 18-25, 5% of clients were aged 25-34, another 5% of individuals were aged 35-44, with the majority at 55% identifying as 65+

Our Food Market survey also revealed that approximately 88% of survey respondents identified as female, and 17% represented single parent households.

Of note, it was found that there is an 18% representation of bilingual program participants who speak English and French. Therefore, we plan to print and widely circulate our Community Food market materials in French to expand programming visibility and reach for our local French speakers.

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

New initiatives for the Community Food Market for the upcoming year include goals for program expansion of our market, improve signage and visibility of the Community Food Market, increase engagement with local families and expand programming accessibility. Specifically, we are looking to offer another time slot and/or another day that the market can be available to the public to accommodate individuals who are not able to access our programming during regular business hours. As such, we are looking to increase staffing hours to make this happen.

The 2024-2027 CHCN Strategic Plan outlines the organization's commitment to meeting the unique and diverse needs of clients through fair, inclusive, and accessible programs and services. The stated initiatives above will support CHCN's ongoing commitment to utilizing a population health approach in identifying community needs and plan for service expansion.

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

The Community Health Centres of Northumberland participates in many partnerships across Northumberland County to enhance the health and wellbeing of our communities. Organizations of note include the Northumberland Hills Hospital, the Ontario Health Team Northumberland, and the Alliance for Healthier Communities.

In addition, the CHCN Community Food Market works jointly with and is made possible by our 7 local food vendors who are comprised of:

- Garden Hill Farmers Market (Port Hope, ON)
- A&T Kountry Kanning (Port Hope, ON)
- Stapleton's Farm Market (Port Hope, ON)
- Burnhams Farm Market (Cobourg, ON)
- Foragers Farm (Cobourg, ON)
- Casteel's Family Farm (Roseneath, ON)
- Clark Meats (Newcastle, ON)

This summer, CHCN participated in the United Way Northumberland Eats Program, both as a distributor and a vendor. In April & May 2024, our Food Cupboard distributed \$500 of vouchers to those experiencing food insecurity. In our Market we accepted some of these vouchers as payment for farm fresh fruits, vegetables and produce. We redeemed a value of \$70 in vouchers during May & June of 2024, and closed the program in July.

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

Not applicable.

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

Not applicable.

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

The CHCN Community Program Staff utilize various social media platforms to acknowledge the generous support of our donors.  
CHCN utilizes Facebook, Instagram and our website to profile organizational and community partner support.

Sample:

We aim to have the whole food cycle, from growing, to processing, to purchasing, to eating to happen as close to home as possible.

The CHCN would like to thank the Municipality of Port Hope for providing funding to support the Community Food Market.

## Financial metrics

15. Please provide the following financial metrics for your organization

**a. Previous Year Total Revenues: \***

\$7,881,385

**b. Previous Year Total Expenses: \***

\$7,851,297

**c. Total Assets \***

\$1,918,315

**d. Total Liabilities: \***

\$2,007,114

**e. Planned Revenues for upcoming year: \***

\$7,770,000

**f. Planned Expenses for upcoming year: \***

\$7,770,000

**16. Any additional information you find necessary:**

The Community Food Market has created an accessible environment for equity deserving community members of varied socio-economic backgrounds to participate and share community information and build connections.

Our Food Market survey revealed that approximately 73% of our customers identified as living on low income. To date, we have continued to reduce the stigma associated with living on a low income by offering fresh produce at a reduced cost, bringing in many new faces to the Community Food Market as a result.

## 2025 Community Grant Application Attestation

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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

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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 \***

Taryn Rennick

**Authorized Signing Officer**

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**Date (MM/DD/YYYY) \***



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