

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

## **Community Grant Program**

### **1.0 PURPOSE:**

The Town of South Bruce Peninsula has established the Community Grant Program to:

- Improve the well-being of individuals, neighbourhoods and the municipality as a whole by directing Community Grant funding to eligible recipients who can demonstrate the greatest need in the community while supporting Council's strategic priorities.
- Diversify the availability of Activities available to all residents of our community and contribute to enhancing the quality of life.
- Through this support, it is hoped that other funding may be leveraged, and participants and volunteers can be supported, attracted and retained.
- Ensure that the process to review and allocate Community Grant funding is transparent, consistent and achieves the optimal impact for the investment provided.

### **2.0 AUTHORITY**

This policy is established pursuant to Section 107 of the Municipal Act, 2001 which allows a municipality, subject to section 106, to make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

### **3.0 BUDGET**

On an annual basis, Council will determine the total funding envelope for Community Grants as part of the annual operating budget.

As the number of grant requests may exceed funds available and budget priorities may change from year to year, applicants are not guaranteed funding. A Community Grant approved in any year is not considered a commitment by the Town to continue financial assistance in future years.

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

Page 2 of 8

#### 4.0 ACTIVITIES ELIGIBLE FOR FUNDING

The Community Grant Program will provide grants to support eligible community-based organizations for community-based Activities.

Applications must align with one or more of the Town’s strategic priorities.

An Activity funded by a Community Grant must be open to the public at minimal or no charge and must be accessible to all community members by satisfying the requirements of the Ontario Human Rights Code, the Charter of Rights and Freedoms, and the *Accessibility for Ontarians with Disabilities Act*.

The Community Grant Program is intended to provide funding that is supplemental to the overall financial requirements to carry on a planned Activity. The Community Grant Program is not intended to be the sole source of funding for an Activity.

Eligible applicants must be able to demonstrate that they have explored grants and funding from other sources, including fundraising, sponsorships, donations, and/or Federal/Provincial grant programs. Applicants who have, or will have, funding from alternate sources must disclose this funding as a part of the budget submitted in support of the Community Grant Program Application. If no other sources of funding have been pursued, applicants are required to provide information on the reasons why other opportunities were not explored.

Applicants must provide a budget with their application to clearly show how Community Grant funds will be used.

A successful recipient of the Community Grant program may receive a cash grant of up to \$5,000 for the Activity. As a guide, Council will normally only provide grant funds up to 25% of the project budget, or \$5,000, whichever is the lesser amount. For projects where there is a demonstrated significant, unique, or exceptional financial need, and where 25% of the project budget is less than \$5,000, Council may waive the 25% granting cap and approve grant funds up to \$5,000.

Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

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<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

## 5.0 GROUPS ELIGIBLE FOR FUNDING

Eligible applicants must be located in, or provide services to a community within the Town of South Bruce Peninsula.

Applicants located outside the Town of South Bruce Peninsula will only be considered if they can demonstrate a clear benefit to a Town community within their grant application.

Eligible applicants must be able to demonstrate financial need, and how denial of grant assistance would impact their ability to carry out the planned Activity.

The organization must have been in operation for at least one year.

The organization must be In Good Standing with the Town.

## 6.0 WHAT THE COMMUNITY GRANTS PROGRAM WILL NOT FUND

Community Grants cannot be used for:

- Costs that are part of the applicant's normal day to day operating costs (including but not limited to: staffing, utilities, rent, taxes, office equipment and supplies, etc.) and are not directly related to the Activity.
- Remuneration, wages, or honorariums, including consultant fees, whether paid to an individual or a professional firm.
- Attendance at conferences, workshops, and seminars. Travel and accommodation.
- Accumulated deficits, annual operating losses, debt retirement and/or debt servicing costs, financing charges.
- Donations to third-parties and charitable organizations
- Consultant costs.
- Increasing endowment funds.
- Funding activities that serve primarily the membership, or for purposes of religious or political organizations.

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

- Funding requests of more than \$5,000 per organization in any single grant cycle.
- Retroactive payments - activities or costs incurred before grants are approved.
- 100% of the budget of an activity.
- Costs associated with any Activity that will be located or held outside of the Town.
- Capital expenses are not eligible for a Community Grant. This includes the construction, erection, or rehabilitation of a capital asset and the purchase of capital equipment, as defined by the Public Sector Accounting Standards.

## **7.0 WHO THE COMMUNITY GRANTS PROGRAM WILL NOT FUND**

- Previous Community Grant recipients who are in default of the grant reporting requirements. These entities are considered to be ineligible until all required documentation is submitted.
- For-profit entities, individuals and commercial ventures.
- Town employees, members of Council, or any Town-lead project.
- Government organizations, including municipalities, the Federal Government, and the Provincial Government.
- Entities whose primary focus or mandate is of a political nature, including lobby groups and groups focused on special interests. Funds will not be provided to groups who are attempting to further a political agenda.
- Fundraising activities of Provincial/National organizations.
- Private clubs, groups, and organizations with exclusive membership, except in cases where the group plans to use grant funds for a community Activity.
- Religious organizations, activities or instruction.
- Organizations who conduct the majority of their services outside of the Town of South Bruce Peninsula.
- Organizations with surplus funds not identified for a specific purpose.

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

Page 5 of 8

## 8.0 APPLICATION PROCESS

Information relevant to the grants process including application due dates and guidelines to apply will be advertised in local media and on the Town website at [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com)

The funding call will occur once per year, usually commencing in the month of September. Grants awarded will cover the period January – December of the following year.

All organizations must complete the application form in full which means that each question must be answered and all the requested supporting documentation must be submitted. Incomplete applications may not be considered. The Town reserves the right to contact any organization for information which requires clarification.

Applications must be received by the Town on or before 4:00pm on the advertised submission deadline. No late applications will be considered. It is the sole responsibility of the applicant to ensure that the Town receives completed applications.

Eligible organizations can submit only one (1) application per year.

Requests for in-kind grants such as waiving of Town fees or use of Municipal facilities should be accompanied with a dollar value estimate that has been confirmed with the applicable Town Department.

Council will review each eligible application using the ‘application assessment criteria’ outlined in this policy.

All applicants will receive notification via mail of Council’s decision of whether or not their application was successful.

Following annual Council budget approval, the Finance Department will issue grant payments to the successful applicants.

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

Page 6 of 8

## 9.0 EVALUATION OF APPLICATIONS

The Town operating budget will be approved with a funding envelope for Community Grants.

The evaluation of Applications can take place after budget approval. It is not necessary to have the allocations to specific Grant recipients included in the Town budget.

Eligible applications will be evaluated based on the following criteria:

- How the Activity will support the Town’s strategic priorities;
- Contribution to the community and impact to residents of the Town by strengthening our community and growing our economy;
- Evidence of support from other partners, volunteers and other sources of funding to enable the organization or Activity to be sustainable;
- Additional financial and non-financial resources being leveraged from other sources;
- Evidence that the organization needs the funding. Organizations that have budgets or financial statements indicating reserves or a surplus will be required to provide explanations of the surplus and how the organization intends to use it;
- Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the work;
- That the activities do not unnecessarily duplicate successful efforts that already exist in the community;
- Sustainability of the organization and activity as applicable; and
- The amount of funding requested by applicants and the funding available in the program.

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## 10.0 OBLIGATIONS OF GRANT RECIPIENTS:

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program are not transferable between projects or groups without prior Council consent, and must be used for the specific purposes outlined in Council's original approval.

In the case of a project's cancellation, repayment of the entire amount of the Community Grant will be required. Funds granted are not transferable between projects or groups without prior Council approval. Community Grant funds must be used for the specific purposes outlined in the application. Misuse of funds may result in the applicant being disqualified from receiving a grant for a period of two years.

Successful applicants must provide a report on the program no later than 90 days following completion of the program, or by **30<sup>th</sup> November** of the granting year, whichever comes first. The final report must certify that funds were spent on activities described in the grant application and must also include:

A complete and accurate financial report for the program, outlining the detailed project budget compared to the actual income and the actual expenses.

- The final report should clearly indicate those specific expenses that Community Grant funds were used to offset.
- The financial report must be signed and authorized by a representative with legal or financial signing authority for the organization.
- A description of the outcome of the project and an evaluation of the success of the project.

Reports will be forwarded to City Council for review.

If the grant recipient fails to fully complete and submit the report to the Town within the stated time, that organization will not be eligible for future grant funding until such a time that the Town is satisfied that the report has been submitted in full.

Grant funds must be spent in the year that they are awarded. Any unused funds must be returned to the Town if they are not spent. Applicants are not permitted hold any unused funds for future use.

<b>Section:</b> Treasury	<b>Policy Number:</b> TR.18.2
<b>Sub-section:</b> Financing	<b>Effective Date:</b> 7 December 2021
<b>Subject:</b> Community Grant Program	<b>Revision Date:</b>

Page 8 of 8

Grant recipients must acknowledge the Town’s contribution to the program in all related public information, printed material and media coverage. The Town’s logo is available From the Manager of Economic Development And Communications.

**11.0 POLICY REVIEW**

The Community Grants Policy will be reviewed at least every four years during every term of Council.

**12.0 DEFINITIONS**

“Activity or Activities” means the project, program, activity or event that the applicant has requested grant funding for.

“Town” means the Town of South Bruce Peninsula.

“Community Grant” means a one-time sum of money provided by the Town to an eligible applicant.

“In Good Standing” means that the organization is not in litigation with the Town. The organization must be current on taxes and accounts receivable.