

The Corporation of the Town of South Bruce Peninsula

By-Law Number 28-2025

Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Community Grant Program)

Whereas Section 8 of the *Municipal Act, 2001, c.25*, as amended, provides that the powers of a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Section 11 of the *Municipal Act, 2001, c.25*, as amended authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

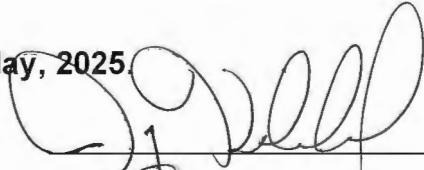
And whereas Section 270 (1) 5 of the *Municipal Act, 2001, c.25*, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by amending the policy regarding the community grant program.

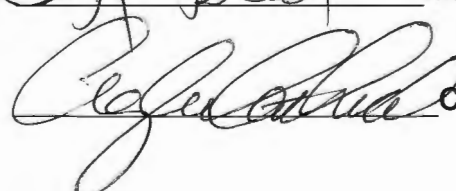
Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enact as follows:

- 1) **That** policy TR.18.2 Community Grant Program, as amended and attached hereto, shall hereby be included in the Municipal Policy Manual.
- 2) **That** all by-laws and policies inconsistent with this by-law are hereby repealed and replaced with this by-law.
- 3) **That** this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 6th day of May, 2025.

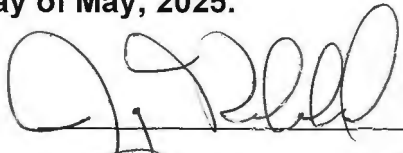


Mayor

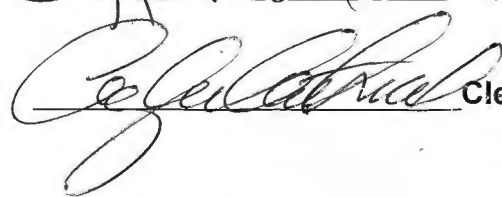


Clerk

Read a third time and finally passed this 6th day of May, 2025.



Mayor



Clerk

Section: Treasury	Policy Number: TR.18.2
Sub-section: Financing	Effective Date: December 7, 2021
Subject: Community Grant Program	Revision Date: April 19, 2022; October 17, 2023; February 6, 2024; May 6, 2025
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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.

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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 are also encouraged to seek 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 seeking up to a maximum of \$500 are not required to submit a budget with their application. Any applicant seeking between \$500 - \$5,000 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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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 requester/organization/applicant must be in good standing with the Town.

6.0 What the Community Grant Program Will Not Fund

Community Grants cannot be used for:

- Accumulated deficits, annual operating losses, debt retirement and/or debt servicing costs, financing charges.
- Donations to third-parties and charitable organizations.
- Increasing endowment funds.
- Funding requests of more than \$5,000 per organization in any single Grant cycle.
- Retroactive payments - activities or costs incurred before Grants are approved.
- Costs associated with any activity that will be located or held outside of the Town.(unless otherwise approved by Council)
- Improvements to property owned, leased or otherwise managed by the Federal Government, Provincial Government and any municipal government including the Town

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- Any project as determined by the Town, that falls under the scope or jurisdiction of another municipality, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization.
- Any project located or being held outside of the Town of South Bruce Peninsula unless otherwise approved by Council.
- Any project which supports an individual or private initiative or expense.

7.0 Who the Community Grant Program Will Not Fund

- Town employees, members of Council, or any Town-led project.
- Any individual, business, organization or group as determined by the Town, that falls under the scope or jurisdiction of another municipality, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization.
- For profit businesses, entities, etc.
- Individuals seeking funds to support their own initiatives and/or private expenses.

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

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.

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Applications must be received by the Town on or before 4:00 pm 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 with the one application asking for funding for only (1) project, initiative, etc. Multiple requests will not be considered.

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.

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;

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- Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the activity;
- 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.

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

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. 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 not less than two years.

Successful applicants must provide a report on the program no later than 90 days following completion of the program, or by **November 30th** 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.
- Clearly indicate those specific expenses that Community Grant funds were used to offset.

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- Be signed and authorized by a representative with legal or financial signing authority for the organization.
- Include a description of the outcome of the project and an evaluation of the success of the project.

Reports will be forwarded to Town Council for review.

If all funds are not expended by November 30th of the granting year and will be used in December of the granting year, the final report must explain the use of the grants in December and the grant recipient should contact staff at the end of the year to provide confirmation that all grant funds were expended, as required.

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 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 to hold any unused funds for future use.

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 and approval of any use of the 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.

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“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.

13.0 Exemptions (Council Initiatives)

Notwithstanding any of the provisions contained within this policy, Council may at its discretion, provide Grant funds which would not otherwise meet the parameters set forth in this policy.

Any approval by Council of grants outside of the provisions of this policy, such as ongoing grants, grants in excess of \$5,000, grants for projects outside of the municipality, grants for individuals or for-profit entities, etc. will be included in a separate budget line and be considered to be Council initiatives. Any funding which is considered to be a Council initiative will be included in annual budget deliberations until such time that Council directs otherwise. Grant requests which would fit into this category would not be processed through the regular Community Grant Program. Any requestor must submit a detailed request to staff which will be evaluated by staff and will be presented to Council for consideration only if there are adequate budgetary funds in the Council initiatives budget line and subject to the request being consistent with Council’s strategic goals and objectives and not being contrary to legislation nor outside of the scope of what Council is permitted at law to fund.

Notwithstanding the above paragraph, where a request for a Community Grant meets all parameters of the policy with the exception of the funding request, (ie. the request is for an amount larger than \$5,000), the request may be considered under the Community Grant Program if Council so chooses to provide funding through the Program.