



The Corporation of the Township of
NORTH STORMONT

Policy No.

EPR-001-2015

Department:

**Park &
Recreation**

Effective Date:	October 13th, 2015
Revision Date:	N/A
Prepared by:	Claudette Landry, Municipal Business Analyst
Approved by:	Marc Chénier, Chief Administrative Officer

Community Grants and Contributions Program

PURPOSE:

The Township of North Stormont recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Municipal grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

POLICY:

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements.

Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

Program Intent

Every year the Municipality receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the 'Municipal Grants Program' is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations.

Community Grants and Contributions Program (CONT')

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for all municipal grants in aid including: Community

Project grants, Corporate grants, In-Kind Contribution grants, Special Events grants and Community Events grants.

Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

Types of Grants

The different types of grants awarded under the Municipal Grants Program are as identified.

“Community Project” grants is defined as one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

“Corporate” grants are defined as operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses.

“In-Kind Contributions” grants are based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include the estimated value of the application under consideration.

“Special Events” are defined as any one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization.

“Community Event” is defined as a recurring event that Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

Community Grants and Contributions Program (CONT')

Funding Eligibility

An applicant organization must meet the following general criteria in order to be considered for a Township grant:

- Grants are awarded by the type of project, not the type of organization/agency.
- There can only be one application per organization/project.
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Township of North Stormont grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, recreation and/or health activities.
- Request for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the Township.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - accessibility;
 - effectiveness; and
 - accountability through sound management and financial practices.
- Individuals are not eligible
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.

Community Grants and Contributions Program (CONT')

Ineligibility

The Township **WILL NOT** fund:

1. For-profit organizations or businesses;
2. Organizations and/or activities of a political nature;
3. Organizations where the service component is conditional upon participation in the religious activities or the organization;
4. Regional, provincial and national events;
5. Travel expenses for teams to compete outside of the Township;
6. The Organizations which provide honorariums to its Board Members;
7. Activities benefiting the organization members only.
8. Activities that will require for paid staff to attend and asking for their salaries to be covered.
9. Organizations which have not submitted previous years financial information in format requested.

Application

All grant applications shall be directed to the Treasurer/Deputy Treasurer on or before October 31st of each year to ensure they are incorporated in the annual budget. We recommend that applications be sent to budget@northstormont.ca .

Only one grant request per organization per year will be considered.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. Outline the service the organization provides to the community as well as how this supports Council's *Strategic Priorities*;
2. The amount of financial assistance required;
3. The degree in which the community benefits as a result of the grant;
4. A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and/or donations;

Community Grants and Contributions Program **(CONT')**

5. Formal financial statements (not audited) from the immediately preceding fiscal year will need to include:

- i. Statement of Financial Position – signed by two directors
- ii. Statement of Revenue and Expenditures in provided format (excel spreadsheet)

7. Listing of the current Board of Directors, including addresses and phone numbers;

8. Copy of the minutes taken at the most recent annual general meeting.

Application Review Process

Late or incomplete applications for any grants will not be forwarded for consideration.

Completed applications for Community Project grants, Corporate grants, and Community Event grants (as defined by this policy) which are received by the October 31st application deadline will be forwarded to the Council as a Whole and/or Budget Steering Committee during budget deliberation meetings for review and consideration.

In considering grant applications, Council and/or the Budget Committee will evaluate applications in terms of the general and financial criteria and principles outlined in the Municipal Grants Program Policy and interview any group during the yearly budget deliberations with final recommendations based on the total grant allocation and approval of individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Recognizing that unique and beneficial "Special Events" may also arise from time to time outside of the time lines noted in this policy, applications for "Special Events" grants received after the grant deadline shall be forwarded directly to Council for its consideration.

Community Grants and Contributions Program **(CONT')**

Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval.

Grant applications determined to be ineligible for funding shall be notified, in writing, of Council's or Committee's decision.

ALLOCATION PROCESS

Payment

The term of a grant shall be for one year only or unless Council has endorsed a multi-year commitment in the Community Project grant category.

Applicants are advised that grants may not be continued from year to year.

Renewals are not automatic nor is any increased in funds.

Grant recipients will be notified in writing of the grant amount approved following Council approval of the Township's annual budget.

Grant awards up to a limit of \$30,000 shall be issued in full upon notification of being awarded financial assistance.

Grant awards greater than \$30,000 shall be paid in installments which will be detailed in the award notification letter.

Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant.

Cancellation:

In the event that your activity is cancelled and you received cash funding for such activity, a full refund must be made to the Township within 30 days of the cancellation.

Community Grants and Contributions Program (CONT')

Address:

Application either by mail or in person are to be addressed to the following:

Economic, Parks and Recreation Department
Township of North Stormont
15 Union Street P.O. Box 99
Berwick Ontario K0C 1G0

Or by fax at (613) 984-2908 to the attention of Economic, Parks and Recreation Department

Or by email at Budget@northstormont.ca

Evaluation Report:

Any organization receiving a grant, either in-kind or money, from the Township **MUST** complete the evaluation form and return it to us.

When the allocation of funds is less than \$1,000, the evaluation form **must** be accompanied by copies of receipts (if applicable) within 30 days of the activity or the end of the event.

When the allocation of funds is greater than \$1,000, the evaluation form **must** be accompanied by copies of receipts (if applicable) within 60 days of the activity or the end of the event.

Please note that only the organizations that have fulfilled all requirements and filled out the evaluation report shall be eligible for future applications.

Mayor:

C.A.O. / Clerk:

