

<b>Corporation of the Township of McNab/Braeside</b>			
<b>DEPARTMENT:</b> General Administration			<b>POLICY #:</b>
<b>POLICY:</b> Municipal Grant Program			
<b>DATE:</b> September 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 18

## **Policy Statement**

Council of the Corporation of the Township of McNab/ Braeside recognizes the valuable contributions made by community not-for-profit or charitable organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest financial and / or in-kind assistance to such organizations through its Municipal Grant program. Providing municipal grants, demonstrates Council’s commitment to working with these community organizations, to provide further beneficial programs and services to the Township of McNab/ Braeside. Support is provided each year from the Municipality’s operating budget to qualifying organizations through an annual application process.

## **Purpose**

The purpose of the Municipal Grant Program is to ensure that funds are allocated in a fair and transparent manner to community-based organizations. This policy establishes eligibility requirements, expectations, as well as the application and review process involved in providing grant (financial and/or in-kind) assistance to community organizations. Through the application process the Township will be able to ensure the community program or service being applied for meets the Township’s strategic priorities and supports the needs of the community.

## **Program Intent**

Every year the Municipality receives more grant requests than it can fund. The aim of the Municipal Grant Program is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community not-for-profit or charitable organizations and volunteer groups.

Each year, as part of its annual budget process, Council will determine the amount of funds to be allocated to the grant/donation program. Council will retain the right to make the final decision on both the overall funding allocation and the individual grant/donation.

Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.

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## **Types of Grants**

The different types of grants awarded through the Municipal Grant Program are identified as follows:

“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 Organization” grants/donations 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.

### **1.0 Funding Eligibility**

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

- Applicants must be a community not-for-profit or charitable organization and volunteer group whose primary focus is within the Township of McNab/Braeside.
- 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 McNab/ Braeside grant should not be considered as the primary source of funding for the organization.

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- 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.
- All funding shall be for future initiatives. Retroactive funding will not be considered.
- 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.
- Guaranteed funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
- Funding requests may be reduced in value at the discretion of the Committee to support a wider range of initiatives.
- Grants/donations shall be used only for the purpose approved by Council. The recipient shall notify Council of any proposed material changes to the nature of or budget for, the activities for which the grant has been made and shall use the grant for such altered activities only with the prior consent of Council.
- The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.
- Only residents of the Township of McNab/Braeside are eligible for school bursaries awarded by elementary and post-secondary education facilities.
- The recipient shall repay the whole or any part of the grant, as determined by the Township of McNab/Braeside, if the recipient;
  - Ceases operating;
  - Ceases to operate as a not-for-profit organization;

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- Merges or amalgamates with another party;
- Has knowingly provided false information in its application;
- Uses funds for purposes not approved by Council;
- Breaches any of these terms and conditions.

## **2.0 Ineligibility**

The Township WILL NOT fund:

- For-profit organizations or businesses, individuals, or publicly funded institutions (i.e.: schools, hospitals, etc. – with the exception of school bursaries).
- Council may consider special requests from publicly funded organizations on a case by case basis (ex. physician recruitment)
- An organization that provides honorariums to its Board Members or is requesting assistance to cover paid staff salaries.
- Funding will not be provided to fund shortfalls or accumulated deficits of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- Consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event, this includes travel expenses for teams to compete outside of the Township.
- Organizations and/or activities of a political nature.
- Organizations where the service component is conditional upon participation in the religious activities or the organization.
- Regional, provincial and national events that do not bring benefit to the Township.
- Activities benefiting the organization members only.
- Organizations which have not submitted previous year's financial information in format requested.

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### **3.0 Application Guidelines**

- 3.1 Council will invite applications for municipal grants by advertising and/ or on social media during the month of September each year. Advertising in print media will be at the discretion of the CAO/ Clerk.
- 3.2 To be considered for the Municipal Grant Program, all applications must be completed and submitted to the CAO /Clerk, or their designate, by September 30th of each calendar year to ensure the request is incorporated in the annual budget.
- 3.3 Submission of application does not guarantee the applicant will be awarded all or part of the grant requested.
- 3.4 Incomplete or unclear applications will be declined.
- 3.5 Only one grant request per organization per year will be considered.
- 3.6 The Municipal Grant Program Application form is available on the municipal website at [www.mcnabbraeside.com](http://www.mcnabbraeside.com) or by calling the Municipal Office at (613) 623-5756.
- 3.7 All requests will be assessed based on the established criteria within this policy.
- 3.8 Successful grants will require an authorization of Council in the form of a resolution of support.
- 3.9 In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.
- 3.10 For applications where the September due date is not practical, an application can be made at any time, however the applicant must demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the annual process and the application must be submitted at least 6 weeks prior to the anticipated event. Consideration will be given if funds are still available in the Council allocation. The lead time is needed to ensure effective review and recommendations can be made to Council for approval.

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#### **4.0 Application Process**

4.1 Prior to considering any request for a grant or sponsorship, Council shall require the following information from the organization in addition to a completed Municipal Grant Program Application:

- A detailed budget for the upcoming fiscal year or event, detailing expenditures and revenues, including a list of all other grants, donations and / or sources of revenue.
- Financial statements from the immediate preceding fiscal year. These statements should include an income statement and a balance sheet.
- Listing of current Board of Directors, including addresses and phone numbers.

4.2 The applicant will provide one (1) copy of the completed application form including supporting documents to the Municipality. Applications can either be dropped off at the municipal office or emailed to the CAO/ Clerk, or their designate.

4.3 The Municipality reserves the right to request supplementary information in support of the application.

4.4 If the above information is not submitted by the September 30<sup>th</sup> deadline, applications may be returned and will not be considered by Council. However, Council reserves the right to consider applications received late or outside the annual application process if the applicant is able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the annual process.

#### **5.0 Review Process**

5.1 Completed applications received by the September 30<sup>th</sup> application deadline will be forwarded to Council for review and consideration during the annual budget deliberations.

5.2 Council will evaluate each application and determine if it meets the eligibility criteria set out in the policy.

5.3 Any applicants requesting \$10,000 or more, will be required to be a delegation before Council. Council will provide final approval based on the total grant allocation and approval of individual grants.

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- 5.4 Applications for In-Kind non-financial assistance will be forwarded to the respective department for review and an analysis of costs for services/items requested.
- 5.5 In kind costs will be determined and reviewed as part of the evaluation process and will form part of the overall contribution.
- 5.6 Grant applicants determined to be ineligible for funding shall be notified, in writing, of Council's decision.
- 5.7 Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant.

## **6.0 Payment Process**

- 6.1 Grant awards up to a limit of \$4,999 shall be issued in full upon notification of being approved.
- 6.2 Grant awards of \$5,000 or greater than shall be paid in installments, which will be detailed in the award notification letter.
- 6.3 Elementary and secondary schools must provide the Township with the name of the student they wish to award a Township of McNab/Braeside education bursary to. Once the municipality confirms residency, payment will be issued to the corresponding school.
- 6.4 A Memorandum of Understanding will be entered into by the municipality and the applicant.

## **7.0 Reporting**

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Appendix 'B'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

NOTE: Any organizations that do not submit a report will not be considered for funding in the future.

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### Contact

Lindsey Lee, Chief Administrative Officer / Clerk  
 2473 Russett Drive, Arnprior ON K7S 3G8  
 Email: llee@mcnabbraeside.com

### Change History

Policy Name	Effective Date	Significant Changes
<b>Municipal Grant Program Policy</b>	September 2020	New policy



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### **Appendix A: Municipal Grant Application**

Please ensure that you provide full, complete and clear answers to the questions on this form. Failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being delayed or rejected.

<b>Part A- Organization Information</b>	
<b>Name of Organization:</b>	
<b>Address:</b>	
<b>Contact Person's Name:</b>	
<b>Telephone #:</b>	<b>E-Mail:</b>
<b>Registered Not-for Profit?</b>	<b>Is this organization Incorporated?</b>
<b>Years in Existence:</b>	<b>Number of Active Members or Volunteers:</b>

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Please provide a brief description of your group/organization and the services provided in the community of McNab/ Braeside.


**Part B- Grant Request Event**

**Event Title:**

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**Date of Event:**

**Description of Request: Please choose:**

- Community Event
- Community Organization
- In-Kind Contributions
- Special Event

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<b>What impact will this event or project have on the community?</b>	
<b>Funding amount requested:</b>	
<b>Other Sources of funding:</b>	
<b>Please answer the following:</b>	
<b>Is this the first year for the event?</b>	<b>How many participants are expected?</b>
<b>Will there be a charge to participate/admission fee?</b>	

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<b>How will the funding be used?</b>
<b>Project or Event timelines:</b>
<b>How will you know if your program / service / event / festival was a success?</b>
<b>How will you evaluate its success?</b>

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**Part C- In-Kind Support**

Description of Services Requested:	Cost (Office Use)
1.	
2.	
3.	
4.	
5.	
<b>TOTAL</b>	

**Part D- Application Checklist**

- Completed application form
- List of the Board of Directors/Committee members
- Proposed Budget
- Financial Statements
- Letters of Support (Optional)

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**Part E- Applicant Declaration**

I confirm that the information contained in this application and accompanying documents is true, accurate, and complete.

Name and signature of the Chair or President of the Board of Directors/Committee:

<b>Name:</b>	<b>Title :</b>
<b>Signature:</b>	<b>Date:</b>

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### Appendix B: Municipal Grant Report

This form must be completed within three (3) months of the completion of the event/service OR submitted by the end of the calendar year. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

<b>ORGANIZATION NAME AND CONTACT INFORMATION:</b>	
Name or Organization:	
Contact Person:	
Mailing Address:	
Telephone #:	Fax #:
Email:	
<b>ORGANIZATION GENERAL INFORMATION:</b>	
Briefly describe the project/program/event for which the Organization is reporting on:	

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<b>Describe how anticipated goals and objectives were met including performance measurements:</b>	
<b>How many people participated in or attended the project/program/event? How many paid attendees? What was the average age?</b>	
<b>Date of Program/Event:</b>	<b>Location of project/program/event:</b>



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**Was the project/program/event a success? How is this success measured? If not a success, describe why not.**


**Please provide any other relevant information.**


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## DECLARATION

We the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the document and materials attached to it, are true and complete.

	Signature	
	Print Name	
	Title	
	Date	

<b>Received By:</b>	<b>Date Received:</b>
<b>Authorized Signature:</b>	