


# POLICY

	Policy:	<b>COMMUNITY GRANTS PROGRAM POLICY</b>		
	Department:	Chief Administrative Office		
	Division:	Clerks	By-law No.:	N/A
	Administered by:	Municipal Clerk	Approval Date:	January 1, 2024
	Replaces:	F 10 Grants to Community Groups and Organizations – October 5, 2007		
	Attachment(s):	1. Community Grants Application and Post Report Form		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to the growth of the community and the development of a robust, culturally vibrant and self-sufficient non-profit sector through the provision of community-based grants.

## 2. PURPOSE

- 2.1. This policy provides a mechanism to build and advance the self-sustainability and effectiveness of community organizations in their ability to deliver programs and services.
- 2.2. This policy defines the scope, general requirements, and criteria for the allocation of resources and/or municipal funds within budgetary limits.
- 2.3. This policy ensures that each grant application is evaluated in a fair and equitable manner.

## 3. SCOPE

- 3.1. This policy applies to all Amherstburg groups and organizations requesting a community grant.
  - 3.1.1. Eligible applicants must be non-for-profit groups based and active in the Town of Amherstburg. Applicants based outside of Amherstburg are eligible, provided that 100% of the awarded grants are allocated to programming/services for Amherstburg residents.
- 3.2. The policy does not apply to for-profit organizations, programs with a political mandate, or special interest groups that do not align with the Towns' mission, vision, values and strategic priorities.
  - 3.2.1. At the sole discretion of the Town, the Town reserves the right to refuse any application or reduce amounts as needed or whereas evaluated as appropriate.
- 3.3. This policy does not apply for other targeted funding opportunities identified and established by Council within their operating budget that align with the Town's strategic priorities.
- 3.4. This policy shall be reviewed every 5 years from the date it becomes effective and/or sooner at the discretion of the Chief Administrative Officer (CAO).

## 4. DEFINITIONS

- 4.1. **Grant** refers to financial and/or in-kind assistance from the Town to an eligible applicant hosting an event and/or undertaking an approved project.
- 4.1.1. **Financial Grant** refers to a monetary grant from the Town distributed to eligible applicants.
- 4.1.2. **In-kind Grant** refers to a grant from the Town to eligible applicants for the use of municipality-owned assets. This includes equipment, facilities, property, and additional or incremental town staff labour costs associated with the use of town-owned assets required to support an approved activity.
- 4.2. **Community Project** an activity, program or initiative of the non-profit organization that is clearly defined with a specific objective, specific budget and will be executed in a fixed period of time designed to achieve a particular community-related goal or purpose.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

## 5. **INTERPRETATIONS**

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

## 6. **GENERAL CONDITIONS**

### 6.1. **Eligibility Criteria**

- 6.1.1. In order to be considered for a community grant, an applicant or organization must meet the following criteria:
- 6.1.1.1. Operate as a non-profit organization and/or registered as a charity.
- 6.1.1.2. Submit a *Community Grants Post Report Form* within the required timelines for any community grant received in the previous year.
- 6.1.1.3. Demonstrate that they have explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations.
- 6.1.2. The Town reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount of funding or type of grants already awarded to the same community organization.

### 6.2. **Conditions of Grant Support**

- 6.2.1. Requests may be made for monetary and/or in-kind contributions by completing the *Community Grants Application Form*.
- 6.2.2. All applications for monetary and/or in-kind contributions and post reports must be submitted before September 1<sup>st</sup> in order for the organization to be considered for a

grant in the following year. Grants shall only be considered when Council is establishing the annual operating budget.

- 6.2.3. Council may provide grants for municipal activities which pertain to community development, arts, culture, environment, and other related events. Consideration will be given to non-profit groups and individuals that align with the Town's strategic goals and objectives.
- 6.2.4. Groups requesting and receiving a grant are required to disclose all budget and financial information to the Town.
- 6.2.5. Approved grants or other types of assistance in any one year are not to be regarded as a commitment for future assistance or ongoing financial support.
- 6.2.6. Grant funding or assistance is not guaranteed. The Community Grants Program is subject to funding availability and is conditional on Council's approval of the annual operating budget.

### 6.3. **Right to Deny**

- 6.3.1. Council may deny an application or rescind a grant, without limiting the generality of the foregoing, who:
  - 6.3.1.1. Has submitted an incomplete application;
  - 6.3.1.2. The Town believes, with reasonable grounds, has made statements on the application that are false;
  - 6.3.1.3. Has made past breaches of this policy, or any predecessors thereof, and Council determines that it is not in the public's best interest to consider a grant;
  - 6.3.1.4. Has failed to comply with any condition imposed by Council;
  - 6.3.1.5. Has exhibited past questionable behaviour, conduct, or practices that may pose a negative reflection on the Towns' reputation.
  - 6.3.1.6. The Town believes, with reasonable grounds, the committee or group is not conducting business in a financially sound manner.
- 6.3.2. In addition, the Town may deny grant requests where:
  - 6.3.2.1. The demand for grants is greater than the funding available for allocation;
  - 6.3.2.2. The Town determines that the organization requesting the grant is in any way indebted to the Town;
  - 6.3.2.3. The Town, in its sole discretion, is of the opinion that it is in its best interest to deny the grant; or
  - 6.3.2.4. A request is made for activities that do not align with the Town's mission, vision, values, and strategic priorities.

6.3.3. If, at any time, Council determines that the operation of a community organization does not conform to the requirements of this policy, it may rescind any promissory grants.

6.3.4. All in-kind and cash grants, regardless of the amount, shall abide by this policy.

#### 6.4. **Accountability**

6.4.1. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Completion of the *Community Grants Post Report Form* must be submitted by September 1<sup>st</sup> of the following the receipt of grant funds.

6.4.2. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

6.4.3. Should the event/project not go forward, the grant recipient shall return the full amount of funds previously allocated for the proposed activity.

6.4.4. Funds granted are not transferable between projects or groups without prior approval, and must be used for the specific purposes outlined in the application.

### 7. **RESPONSIBILITIES**

7.1. **Council** has the authority and responsibility to:

7.1.1. Adopt and maintain the Community Grants Program.

7.2. The **CAO** has the authority and responsibility to:

7.2.1. Ensure appropriate oversight is in place with respective areas of responsibility to ensure compliance with the policy.

7.2.2. Ensure that an effective process is in place to receive and review applications.

7.2.3. Determine when the Town may refuse grant applications based on the criteria outlined in this policy.

7.3. The **Clerk** has the authority and responsibility to:

7.3.1. Ensure a report is brought to the annual budget process outlining the community grants received that conform with the requirements of this policy.

7.3.2. Ensure correspondence is sent to all grant applicants and recipients indicating Council support.

7.4. The **Treasurer** has the authority and responsibility to:

7.4.1. Ensure appropriate department oversight to administer and comply with the policy.

7.4.2. Ensure payment of all funds allocated under this policy to successful applicants.

7.4.3. Ensure that a procedure is in place to demonstrate due diligence in monitoring the use of funds and ensure full compliance with the terms and conditions of the Community Grant Program Policy.

7.4.4. Assess the quality and impact of the program being funded.

7.4.5. Identify opportunities to improve the efficiency and effectiveness of the program.

7.5. **Staff** have the authority and responsibility to:

7.5.1. Ensure their understanding and compliance with the policy and seek clarification where needed to follow the policy expectations

## **8. LEGISLATIVE REFERENCES**

- 8.1. Government of Canada, Income Tax Act (Registering a Charity)
- 8.2. Ontario Municipal Act, 2001
- 8.3. Municipal Statute Law Amendment Act, 2006, S.O. 2006, c.32

# FORM

	<p><b>The Corporation of The Town of Amherstburg</b></p> <p>271 Sandwich St. South, Amherstburg, ON N9V 2A5 www.amherstburg.ca</p>	
	Form Name:	Request for Grant to Community Groups and Organization

## Part A – Application

Thank you for applying for a Request for Grant to Community Groups and Organizations! Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions in the space provided.

### 1. General Information

Date:			
Committee or Organization Name:			
<b>Contact Person</b>			
Name			
Phone Number			
<b>Organization</b>			
Address			
Phone Number			
E-mail Address			
Website			
Mission/Vision Statement:			
<b>Board of Directors</b>			
	<i>Name</i>	<i>Phone Number</i>	<i>Email</i>
1			
2			
3			
4			
5			
6			
7			
8			

Revision #:

Date:

9			
10			
11			
12			
Insurance Policy Carrier:			
Town Consultations?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Department Consulted:			
Non-Profit/Charitable Status Number			

**2. Project or Proposal**

**a. Project Overview: (200 words max):**

**Guidance:** The project overview should present a concise summary of your project. Include the reason for your project, goals and objectives, who will be involved and the amount of funding requested.

Amount requested:	\$
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Revision #:  
Date:

**b. Project Description: (500 words max):**

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. Market Reach or Attendance. Partnerships or Collaborations.

Amount requested:

\$

**c. Desired Outcomes: (200 words max):**

This section should also include what will be accomplished and the desired outcomes.

Revision #:

Date:



### 3. Goals & Objectives:

Describe the project goals and objective in measurable terms by using the **Timeline and Tasks Completed by Date** requirement below. This timeline should include all major milestones involved in your project.

Name of Task		Projected Completion Date:	
Task Description			
Name of Task		Projected Completion Date:	
Task Description			
Name of Task		Projected Completion Date:	
Task Description			
Name of Task		Projected Completion Date:	
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Name of Task		Projected Completion Date:	
Task Description			

Revision #:

Date:

**4. Budget:**

**a. Budget Breakdown**

Include a budget breakdown of how the grant funding will be used for your project. List and describe actual and pending costs and any other sources of outside income. **Please attach copy of last fiscal operating budget.**

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**b. Funding Sources**

Please list all other funding sources for the project:

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total amount received or anticipated</b>	<b>\$</b>

Revision #:

Date:

**c. Services Required**

What services will your project require from the Town of Amherstburg?

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**d. Services Required**

What services will your project require from the Town of Amherstburg? Example; picnic tables, Public Works services, water, hydro etc. Yes or No and list items?

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**5. Disclosure of Previous Grants**

Has your organization received a grant previously from the program?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount (cumulative)	\$	Year(s)

**6. Volunteers:**

Please describe the number of volunteers and volunteer hours that will be used for your project. How will you recruit and train them for the task?

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Revision #:

Date:

**7. Other Information (200 words max):**

Include any other useful information about your project. This could include reference letters, website pages, photos, etc.

Once you have completed the application and post report please **email, mail or fax** your responses to:

Kevin Fox, Municipal Clerk  
271 Sandwich Street  
South Amherstburg, ON  
N9V 2A5

Telephone: 519-736-0012 ext. 2272  
Fax: 519-736-5403  
Email: [kfox@amherstburg.ca](mailto:kfox@amherstburg.ca)

**8. Disclaimer and Signature:**

*I certify that my answers are true and complete to the best of my knowledge.*

*I agree to complete an "Annual Report" and disclose all relevant information to the Town. The committee takes full responsibility for the actions of all members and volunteers associated with the committee.*

**Name:**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Witness Name:**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

***Incomplete applications will not be considered***

Revision #:

Date:

# FORM

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	Form Name:	Request for Grant to Community Groups and Organization

## Part B – Post Report

This form must be completed and must be submitted by September 1<sup>st</sup> of the following the receipt of grant funds.

Please answer the following questions in the space provided.

### 1. General Information

Date:	
Committee or Organization Name:	
<b>Contact Person</b>	
Name	
Phone Number	
<b>Organization</b>	
Address	
Phone Number	
E-mail Address	
Website	

### 2. Past Events

Please list events held during the previous year including those associated with the project.			
<u>Event Name</u>	<u>Date of Event</u>	<u>Number of Patrons</u>	<u>Financial Contribution from Town</u>

Revision #:

Date:

Have the actions of the committee reflected the committee's initial purpose? Explain: (150 words or less)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the committee plan on running the event again?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the committee plan on seeking funding from this grant again?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**3. Volunteers**

Please describe the number of volunteers and volunteer hours that was used for your project. How will you recruit them again? **(150 words max)**

**4. Budget**

List any known or anticipated new sources of funding:

Financial position for most current fiscal year ending:	
Annual Revenue:	\$
Less: Annual Costs:	\$
Equals: Financial position at year end:	\$
Forecasted budget for next year:	\$

Revision #:  
Date:

**5. Other Information**

Include any other useful information about your project. This could include reference letters, website pages, photos of project or proposal, partnerships etc. **(200 words max)**

**6. Disclaimer and Signature;**

*I certify that my answers are true and complete to the best of my knowledge.*

*I agree to complete an "Annual Report" and disclose all relevant information to the Town.*

*The committee takes full responsibility for the actions of all members and volunteers associated with the committee.*

**Name:**

Signature; \_\_\_\_\_

Date: \_\_\_\_\_

**Witness**

**Name:**

Signature; \_\_\_\_\_

Date: \_\_\_\_\_

Revision #:

Date: