

# TOWN OF NEW TECUMSETH COMMUNITY GRANT PROGRAM POLICY

Approved: November 27, 2017



## **POLICY STATEMENT**

The Town of New Tecumseth Community Grant Program Policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements. Preferences will be given to not-for-profit organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

## **RELATIONSHIP TO THE TOWN'S STRATEGIC PLAN**

The purpose of the Community Fund Program is in keeping with the Town's strategic objective to preserve the heritage and promote the provision of a diversity of cultural activities, and active and passive recreational opportunities which reflect the range of lifestyle interests, ages, and states of health and mobility of residents.

## **PURPOSE**

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

The New Tecumseth Community Grant Program is available to support not-for-profit organizations, whose initiatives add to the quality of life within the community.

Town of New Tecumseth Council, in the course of its annual budget deliberations, and subject to budget constraints, may approve discretionary grants to support such organizations, groups and/or events that are considered core services, and will have a direct or indirect benefit to the residents of the Town of New Tecumseth. Consideration of requests for municipal grants shall be in accordance with this policy.

Organizations requesting grant funding outside of this policy must make a presentation to Council at the annual Public Budget Meeting. Council will consider their request as part of the annual budget process.

Applications must be received, in writing on the appropriate application form, addressed to the Town Clerk, and will be considered in the year in which the funds are requested. All information must be provided on the application form in order to be eligible.

There will be ONE grant application deadline each year. An organization may only request financial assistance once in a calendar year.

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## COMMUNITY GRANTS PROGRAM:

The Town's Grant Program is comprised of three categories as follows:

### 1. Community Grant

This category provides funding to assist organizations that provide core services to the community, which are not provided by the Town, and are beneficial to the community. Funds provided in this category will include requests for initial start-up funding, equipment, material and supplies purchases, or to offset Town established user fees to rent space, equipment or supplies, which may include but is not limited to, space rental, signs, equipment (e.g. tables, chairs, sound system, etc.) or in-kind services (e.g. staff set up / take down, re-locating picnic tables, etc.). **Groups considering a request to have Town user fees waived must apply for a grant in the Community Grant category.**

The maximum amount of funding a group can receive for a Community Grant is \$2,000. Requests in excess of \$2,000 will not be considered.

### 2. Community Events Grant

This category provides organizations with financial support to assist with the delivery of a variety of community celebrations, festivals, and special events, which Council considers core services to the community.

The following events will not qualify for a grant:

- **Fundraising events**
- **Events which raise funds for another organization**
- **Events hosted by the private sector or individuals**

The maximum amount of funding a group can receive for a Community Event Grant is \$2,000. Requests in excess of \$2,000 will not be considered

### 3. Community Arts, Culture and Tourism Grant

This category supports local not-for-profit organizations promoting opportunities in artistic expression and cultural endeavours for people of all ages, through education and participation, as well as supporting tourism and development activities. This category will also support the operation of significant cultural facilities which provide core services to the community.

## GRANT APPLICATION PROCESS

All applications will be received, date stamped, then reviewed by staff to ensure that applications are completed in full, and applicants meet all of the criteria. Applications are to be on a form prescribed by the Town of New Tecumseth and must be accompanied by:

- Most recent financial statement.
- Proposed budget for the current operating year.
- Brief description of the organization, including its constitution, mission statement or statement of purpose.
- List of volunteer Board of Directors/Executive (name and address).

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- Purpose for which grant will be used. The applicant must demonstrate that the funding will support community programs and services.
- Other sources of funding the applicant has applied for or obtained.
- Reporting on how the previous year's approved grant funds were used.

It is the applicant's responsibility to submit the application by the stated deadline. The applicant should check to ensure that the application is complete, signed, accurate, legible, and submitted in the correct order with the correct number of copies. The Town will not follow up on any of these requirements as this is the applicant's responsibility. The Town will not automatically notify the applicant when the application package is received.

## ELIGIBILITY CRITERIA

The Town of New Tecumseth Grants are intended to support not-for-profit organizations and groups whose programs and services are aligned with the goals of the Town of New Tecumseth's strategic priorities. Priority will be given to organizations that provide recreation, artistic and cultural programs and services for the benefit of the New Tecumseth community. To be eligible for financial support organizations must:

- be a registered charity and/or non-profit organization;
- be administered directly by a volunteer board/executive/organizing committee with at least 5 members and a minimum of 4 members not family related; (Required for grant requests over \$2,000; taken into consideration for grant requests under \$2,000)
- hold an annual general meeting and have a board of directors or executive committee elected from the general membership through a democratic election process; (Required for grant requests over \$2,000; taken into consideration for grant requests under \$2,000)
- provide financial and bank statements from the previous 2 years;
- primarily serve at least 75% of New Tecumseth's residents/ratepayers **unless** evidence is provided to support the exceptions noted below\*;
- have a demonstrated record of regular, ongoing successful programming / events;
- build capacity or improve effectiveness to extend services to the general public;
- demonstrate sufficient resources to be able to deliver the services and programs for which funding is being sought;  
provide an operating budget for the organization's operating year in which funds received would be utilized;
- have completed all program requirements associated with a previous grant received from the Town;
- complete and submit an official grant application form according to the Grants Program deadline;
- the organization must be contributing at least 50% of the project amount being requested in the form of cash or in-kind contributions.

**\*Exceptions to 75% New Tecumseth residency:** Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempt from this standard if the organization meets one of the following criteria:

- provides an emerging or unique service;
- services a population with special needs;
- caters to a high performance/elite level of activity;
- showcases community events which draw a significant audience base;

## **ACTIVITIES NOT ELIGIBLE FOR FUNDING**

The following activities will not be eligible for funding:

- services which are clearly within the mandate of other levels of government;
- services which are primarily educational (in particular, academic or technical training);
- transportation expenses;
- processing legal or human rights cases;
- paying off deficits;
- attendance at or fees for conferences, workshops or other forms of training;
- duplication of funding received or requested from another funding organization or level of government;
- activities that could be deemed discriminatory as defined by the Ontario Human Rights Code;
- activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine;
- political and/or advocacy activities;
- fundraising activities;
- flow-through funding (where the intent is to directly raise funds and redistribute these funds to other groups or organizations).

## **APPLICANTS NOT ELIGIBLE FOR FUNDING**

The following applicants will not be eligible for funding:

- individuals;
- for-profit organizations;
- foundations, groups or individuals which raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies;
- universities, colleges, schools and their associated/auxiliary groups or agencies;
- organizations considered to be within the social service sector;
- organizations whose purpose is related to political activity;
- organizations which are not in good financial standing with the Town.

## **FUNDING LIMITS AND TIMELINES**

The maximum financial amount given to any one group/organization, in a calendar year, per eligible category, shall not exceed the maximum amount for that category, as indicated on the annual grant application form and in this policy. Only one grant, per year, per organization within an eligible category will be considered by Council. Organizations may apply for one grant, per year within each eligible category.

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If a group has a financial surplus or reserve from the previous year of operation, and it is not designated for a specific purpose, the amount of surplus or reserve may be deducted from any grant considered for the organization;

The grant application deadline will be the last day of February of each calendar year.

Eligible, grant applications will be brought forward for Council consideration at the 2<sup>nd</sup> Committee of the Whole in April of each calendar year.

## Community Grant Program Timelines

December 1st	Grant Application Intake Period commences
Last day of February, 4:30 pm	Deadline for grant applications to be received
March/April	Grant Review Committee meets
2 <sup>nd</sup> Committee of the Whole in April	Eligible grants applications brought forward for consideration
1 <sup>st</sup> Council Meeting in May	Ratification of Grant Application recommendations by Council

Grant recipients must utilize the grants by December 31 of the year in which the grant was issued.

## **FUNDING EVALUATION CRITERIA**

If an organization meets the eligibility criteria, the following consideration will be given to determine the amount of the grant:

- the benefit to the New Tecumseth community and the need for these projects / services must be clearly demonstrated;
- extent of contribution to the enrichment of community life;
- how the community is made aware of the programs and services they provide and how the community can participate;
- the amount of funding requested, and financial need, compared to the organization's annual budget;
- demonstrated ability to manage and sustain growth that may result from a grant;
- degree of community involvement, support and the number of residents served;
- extent of working together with other community groups;
- effectiveness (outcomes) of efforts at the conclusion of the project;
- degree to which the program, services and activities are consistent with community support, efficient use of resources, sound business practices and development of volunteer knowledge, skills and self-reliance.
- funding limits outlined in the annual grant application.

Notwithstanding the eligibility and evaluation criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the non-eligibility activities outlined in this policy, at their discretion, provided that the requested amount in the application does not exceed the annual approved Community Grant Program budget.

## **APPLICATION REVIEW and APPROVAL PROCESS**

The Director of Parks, Recreation and Culture or designate will review the application for completeness.

### **Eligibility Criteria**

Groups applying for a grant must comply with the criteria outlined in the policy. Grants will be awarded with priority given to groups which submit complete grant applications on time, and on the approved application form.

### **Town of New Tecumseth Grants Review Committee**

Complete Grant Applications will be reviewed by the **Town of New Tecumseth Grants Review Committee** consisting of:

- The Mayor;
- The Town Clerk or designate;
- The Director of Parks, Recreation and Culture or designate;
- Committee Administrator.

The committee will then make a recommendation to Council, utilizing the approved criteria in this policy to assess and confirm eligibility for funding, within the annually approved budget limits.

### **Notification of Application Status**

All successful grant applicants will receive written notification regarding the amount and specific uses of the funding, and any funding conditions and applicable agreement requirements within two weeks of approval by Council.

### **Available Funds**

All grant opportunities are contingent on the allocation of funding as part of the town's budget process. The total funding available for grants will be determined annually through the budget process.