



## **Administration By-Law No. XX-2024 – Community Grant Policy**

**Area: Administration**

**Effective Date: June 17, 2024**

**Subject: Community Grant Policy**

**Revision Date:**

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### **1. Policy Statement**

The Town of Goderich is committed to supporting various community organizations and other entities in the municipality, as they provide important programs, activities, services and events to residents of the municipality. Support through both in-kind and/or financial means, enables these community organizations to fundraise, leverage other funding and support their various volunteer contributions.

### **2. Purpose**

The purpose of this policy is to establish eligibility requirements, expectations as well as the application and review process related to providing grant assistance to community organizations. The policy is intended to provide structure leading to consistency and fairness in the disposition of requests for assistance.

Types of support available through the community grant process include:

- Financial payment
- Municipal staff
- Supply of Town equipment
- Supply of Town materials

### **3. Eligibility**

Community grants are available to not-for-profits and community groups that have volunteer-based management structure and membership. The organizations must demonstrate efficient use of resources, sound business practices, self-reliance and the development of volunteer knowledge and skills. Organizations must have demonstrated support from some source other than public funds.

Preference will be given to services that align with the Town's Strategic Plan and to groups that are based in the Town.

Project/Event categories that Community Grants are intended to support are as follows:

- Youth/Senior Events
- Community Betterment
- Community Special Events
- Community Service
- Tourism and Economic Development
- Arts/Culture/Heritage
- Active Transportation

Council recognizes that there may be worthy requests that may not fit within this statement of general principles and guidelines. Nothing in this policy prevents Council from making grants to entities at times and for purposes outside of the scope of this program.

All grant requests will be assessed in terms of:

- a) Benefit to the community
- b) Proportion and segment of the community benefiting
- c) Organization's financial need

#### **4. Program Guidelines**

All grant requests shall be submitted and directed to the Director of Corporate Services/Treasurer, on or before December 31 to be considered during the budget process for the upcoming calendar year. Applications received after the deadline will not be considered.

Under normal circumstances, only one request per organization is to be considered per year.

Maximum financial assistance available per application is **\$5,000**

In-kind support for festivals and events shall be requested through the Special Events application process not through the Community Grant application. Special Event in-kind support will be provided at staff's discretion. In general, this type of in-kind support involves the provision of picnic tables and additional garbage receptacles or other minor assistance. In-kind support will not include permit fees or rental fees. These fees shall not be waived.

In-kind support requests for capital type projects are to be identified in the Community Grant application and will be considered on a case-by-case basis dependent on the level of assistance requested and whether it is practicable to provide.

Funds granted under this program are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined.

In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.

Community grant requests will not automatically be considered in subsequent years. A new submission must be filed for each year in which a grant is requested.

The grant shall not be the primary source of funding for the project or organization. Grants will be supplementary to main sources of funding.

The Town of Goderich, through its grant process, will not contribute to outstanding deficits.

Organizations receiving financial and/or in-kind capital project grants shall acknowledge the Town's contribution through all printed material and other promotional means. The Town's logo is available from the Director of Legislative Services/Clerk's office.

- **Funding requests of = or <\$500**
  - A brief submission addressing the following is sufficient:
    - Name and purpose of the group as well as number of volunteer members
    - Description of the service/event
    - Resources requested e.g., financial assistance amount, municipal staff support, etc.
    - Name and contact information of the person submitting the request
- **Funding requests of > \$500**
  - Completion of the Community Grant Application Form is required.

## **5. Funding Review Requests**

All requests will be considered having regard for the Town's current budget allocation except where exceptional circumstances exist, as approved by Council.

Incomplete requests will not be considered.

The Town will dedicate a team to review completed applications prior to submission to Council. The Review Team will consist of the Director of Corporate Services/Treasurer, the Director of Legislative Services/Clerk and the Director of Community Services, Infrastructure and Operations.

The Review Team will provide a recommendation to Council based on the evaluation of the application.

Council is the approval authority.

Funding approvals may be subject to additional conditions as imposed by Council.

The applicants will be notified of Council's decision once the municipal budget has been approved.

## **6. Accountability**

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans.

All Community Grant recipients will provide a report to Council within 90 days following completion of the event/project providing the following information:

- a) Certify that funds were spent on activities described in the grant application
- b) Provide a brief report on the success of the project or cause/event