

 <b>MUNICIPALITY OF PORT HOPE</b>	<b>POLICY: COMMUNITY GRANT POLICY</b>	
	<b>PROCEDURE(S):</b>	
	<b>APPLICATION(S): Organizations Requesting Financial Assistance</b>	
	<b>EXCLUSION(S):</b>	
<b>FINANCE POLICIES AND PROCEDURES</b>	<b>SUPERCEDES:</b>	
	<b>APPROVED DATE: June 19, 2018</b>	<b>REFERENCE #: By-law</b>
	<b>EFFECTIVE DATE: June 19, 2018</b>	<b>#50-2018</b>

**POLICY**

Many programs and services are provided through the volunteer efforts of non-profit community organizations and registered charities to enhance the life experience of citizens, complementing and often supplementing programs beyond the Municipality’s capability. In addition, individuals, groups and teams represent and highlight the Municipality at events. Community Grant funding demonstrates Council’s commitment to working with these non-profit volunteer community organizations and registered charities to provide beneficial programs and services to the community.

This policy establishes eligibility requirements, expectations and the application/review process.

**PROCEDURE**

**Eligibility**

The Municipality of Port Hope may, at the discretion of Council, provide direct monetary grants to non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following:

- Initiate or deliver programs and services to the citizens of Port Hope;
- Provide events of a municipal, provincial or national significance, which could be expected to bring economic, and/or public relations benefit to the municipality;
- Provide programs and services to address any urgent and pressing events and natural disasters (i.e.: fire, flood, earthquake); and
- Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships;

**Purpose of Grant**

Grants may be provided to eligible applicants, as defined above, for:

- General operating and capital expenses including administrative costs and program-related expenses;

## Schedule "B"

- Activities/functions generally occurring within the Municipal boundaries; and
- Programs/activities/functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the Municipality.

### **Restrictions of Grant Funding**

- Organizations must request for a grant amount of \$1,000 or more. Organizations who are requesting for funds less than \$1,000 will not be accepted as a Community Grant request and are encouraged to complete a Donation Request form;
- Organizations can only submit one community grant application per year;
- If the programs or services proposed in the organization's application are not commenced or not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality;
- The granting of assistance in any year is not to be considered a commitment to providing grant funding assistance in future years; and
- Funding is provided only for the sole purpose for which it was awarded within the current fiscal year.

The Grant Program is NOT intended to provide funding:

- On a retroactive basis for events that have already occurred;
- To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
- To organizations aligned with any political party, or to support programs or services which are political in nature;
- To support programs or services which are operated under the authority of another level of government, such as social services;
- As donations to charitable causes;
- As a replacement for other funding sources;
- For debt retirement; or
- To an applicant that has an overdue amount owing to the Municipality.

### **Application**

Applications are available from the Finance Department or on the Municipality's website starting the first week of September each year. Completed applications are due by mid-October or as outlined in the public notice published each year.

**Only application forms completed in full, meeting all application requirements, and legible will be brought forward for Budget Committee's consideration.**

The time stamp in the Municipal Office is the official time for the deadline of submission. Applications received at 4:30 p.m. as shown on the time stamp in the Municipal Office are "on time", whereas applications received after 4:30 p.m. as shown on the time

stamp in the Municipal Office will be noted as late. Please note that if the late submitted applications are completed in full they will only be considered at the discretion of Budget Committee. If late submitted applications are incomplete they will not be accepted or brought forward to Budget Committee.

A completed application is provided on the municipal website as an example of what meets the criteria of this policy. If necessary, Municipal staff can provide guidance for completing the application form.

### **Application Requirements**

Please note the requirements listed below will be used as conditions when screening the applications to indicate whether the application is completed in full. Each organization submitting an application is required to provide:

- Demonstrated need for financial assistance;
- Information about the organization and its programs or services;
- A statement of the organization's goals and objectives, constitution and By-laws or, if a new organization, operating guidelines;
- Evidence to establish the organization's eligibility in terms of the evaluation criteria outlined in this policy upon request;
- A description of how the organization intends to measure the success of the program or service if the funding request is approved;
- Financial statements indicating the revenue and expenses of the organization;
- Audited financial statements for the previous year if available; and
- If organizations are requesting grant funding for their event/project they must provide separate financial statements indicating the revenue and expenses of the organization's event/project.

### **Application Expectations**

Each organization submitting an application is expected to demonstrate that:

- There is community support for the programs or services;
- That adequate funding for the programs or services is not available from other sources;
- That it is presently exploring, or has fully explored, the potential funding from other sources, from other levels of government, the private sector, memberships, donations and fundraising activities;
- Efforts to decrease reliance on municipal funding so other emerging needs or opportunities may be met; and
- That if a grant was received in the preceding year, the Municipalities financial support was acknowledged in all information pertaining to activities for which funds were granted per the policy.

## **Review Process**

Staff will use the application requirements as conditions when screening each application to distinguish whether the application is completed in full. Those applications that comply with all of the requirements stated in the policy will be brought forward to Budget Committee for consideration during the establishment of the annual budget. Those applications that do not comply with all of the requirements stated in the policy will not be brought forward to Budget Committee for consideration, and will not be considered for funding.

A report summarizing the compliant submissions will be submitted by staff to the Budget Committee for consideration. Applicants will be advised of the scheduled meeting date at which their application will be considered. Applicants may be requested by Budget Committee to appear as a delegation to speak on behalf of their Organization's application (maximum of 10 minutes per organization).

Applicants will be notified of any allocation awarded following final Council approval of the annual budget. A payment for the amount awarded will be forwarded approximately one month following final approval with larger grants receiving quarterly payments as determined by the Treasurer, unless other specific conditions are recommended and approved by Council.

Grant recipients will be required to acknowledge the support of the Municipality of Port Hope in all advertising, publicity, programs, and signage for which funds are granted. The recipient may not represent the Municipality as a partner or hold the Municipality responsible for any obligations relating to the grant initiative.