



Policy Name: Community Grant Policy	AD-45
--	--------------

Approved by Council
Approval Date: August 13, 2019
Effective Date: August 13, 2019

Resolution No.: R2019-484

Revision Date:
Revision Date:

Resolution No.:
Resolution No.:

Policy Statement:

The Municipality of Trent Lakes recognizes the valued contributions being provided by community organizations and agencies on behalf of the citizens. Corporate grant funding demonstrates Council's commitment to working with groups that provide these beneficial programs, services or events to the community while at the same time recognizing the financial constraints impacting the Municipality's ability to provide funding to these groups.

Purpose:

The purpose of this policy is to provide decision making criteria for use by members of Council when responding to requests for grants. The fundamental goal of this policy is to ensure the grant awarding process is consistent, fair, ensures due diligence and that it demonstrates proper use of public funds.

To ensure that when Council determine the amount of funding to be provided, both monetary grants and in-kind support both be considered.

To clarify that the annual budget funds available for community grants will be limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.

Definitions:

"Community Organizations" include residents, ratepayers, service clubs, agencies, organizations, schools, sports organizations, groups sharing a common interest.

"Municipal Grants" are defined as monetary awards as well as an estimated value that is determined for in-kind contributions which involve an expense or the foregoing of revenue for the Municipality.

"Services Benefiting the Municipality" are charitable community services, artistic endeavours, specific cultural and heritage activities, programs that improve the health and well-being of the community, programs that encourage participation in organized athletic activities, services or

events directed for youth and older adults, public safety enhancement services and environmental services.

Scope:

This policy sets out the Municipality of Trent Lakes Municipal Grant application process, eligibility requirements and Council review process when determining amounts to be awarded.

Policy:

Funding Eligibility

To be eligible for a grant, an applicant organization must be able to answer yes to all of the following general criteria questions:

- Is your organization located in the Municipality of Trent Lakes?
- Are you able to demonstrate a financial need for the grant?
- Does your organization make a contribution to the health and well-being, arts and culture, heritage, environment, recreation/leisure or economy of the Municipality and its citizens?
- Is the requested activity or program open to the community?
- Are you able to show the need for the program or service?
- Are you able to identify the geographic area and population of those served with proof of how those served would benefit?

Restrictions of Grant Funding

A Municipality of Trent Lakes Grant should not be considered as the only source of funding for the organization. Organizations must actively fundraise to support the continuation of the program, project or service.

Granting of assistance in any one year or over several years should not be interpreted as a commitment to funding in future years.

The applicant organization must spend grant funding on the sole purpose for which is was awarded within the current fiscal year.

Organizations must adhere to all applicable municipal by-laws, policies and procedures.

Application Process

All applicants must request funding through the completion of the Municipality of Trent Lakes Application for Municipal Grant form (*Appendix A*).

Grant Review Process

All completed grant applications must be delivered to the Treasurer no later than the deadline date; being annually by the second Friday in January before 4:30 p.m. Late or incomplete applications will not be forwarded to Council for consideration.

Requests for grants will be considered as part of the annual budget deliberation process and Council has the sole authority to approve Municipal Grants. Amounts may be less than those requested by the organization.

When considering grant applications during budget deliberations, Council will evaluate applications in terms of eligibility requirements and restrictions of grant funding. Grant application particulars must include:

- An outline of the service the organization provides to the community
- The amount of financial assistance required
- The benefits in the community as a result of the grant and how the benefit will be measured and evaluated
- A detailed proposed budget for the fiscal year that the grant is being applied for, detailing revenues and expenditures, including a list of all other sources of funding, grants and donations

Funding Criteria

The following criteria will be used to evaluate grant applications submitted to the Municipality:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

Applications for In-Kind non-financial assistance will include the estimated value of the request as determined by the respective department. In-Kind 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 the foregoing of revenue for the Municipality.

Budget Approval

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.

Review Cycle:

- Annually