

---

## **Chapter [18]**

# **[Community Grants Policy]**

---

### **Policy Statement**

1. The Community Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the **[Municipality]** and are considered by Council to enhance the lives of residents.
2. This program does not govern the following, which are separately administered:
  - (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
  - (2) Residential Property Tax Rebates (low-income homeowners).

### **Policy Objectives**

3. The objectives of this policy are:
  - (1) To outline the requirements to apply and be considered for a Community Grant from the **[Municipality]**;
  - (2) To ensure that groups applying for Community Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
  - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

### **Allocation of Funds**

4. Council may allocate up to **[percentage]** of the prior year's budgeted general tax revenue to fund grants in any given year.

5. Council is not obligated to:

- (1) Provide funding in the form of Community Grants;
- (2) Spend all the funds allocated for grants in any given year;
- (3) Award the full amount requested in an application; or
- (4) Renew any grant.

#### **Funding Eligibility**

6. The following organizations are eligible to apply for a grant:

- (1) A society within the meaning of the *Children and Family Services Act*;
- (2) A mental health clinic in receipt of financial assistance from the Province;
- (3) An exhibition held by an educational institution in the **[Municipality]**;
- (4) A club, association or exhibition within the meaning of the *Agriculture and Marketing Act*;
- (5) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province;
- (6) A day care licensed under the *Day Care Act*;
- (7) A registered Canadian charitable organization;
- (8) A village.

#### **Application Process**

7. The **[Municipality]** accepts grant applications from eligible organizations once a year for grants to be considered in the following year's budget.

8. The deadline for applications is October 31<sup>st</sup> of the year preceding the year of grant allocation. The application deadline will be held firm with no exceptions.
9. An applicant must submit, by the deadline, the following information as application for grant funds:
  - (1) A complete Community Grant Application in the form prescribed by the **[Municipality]**, including a proposed budget for the project; and
  - (2) The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year;
10. The **[Municipality]** may request additional information.
11. Process:
  - (1) Applications are reviewed by the Committee of the Whole Council for eligibility, evaluation and recommendation to Council.
  - (2) Council determines all grant levels per organization.
12. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

### **Conditions**

13. Grant recipients shall:
  - (1) Make no misrepresentation on their application;
  - (2) Use the grant as described in the application; and
  - (3) Use the funds in the year granted.

14. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the **[Municipality]** upon request.
15. Grant recipients shall submit a reconciliation report prior to March 31<sup>st</sup> of the year following the grant year. The report shall include:
  - (1) A copy of receipts for funding used;
  - (2) An outline of the impact of the grant upon the organization and community; and
  - (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.
16. Grant recipients are required to acknowledge the financial support of the **[Municipality]** in all advertising, publicity, programs and signage for which funds are granted.
17. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the **[Municipality]** and may be deemed ineligible for Community Grant funding in future years.

#### **Public Disclosure**

18. The **[Municipality]** will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis in conjunction with the annual budget and the preparation of financial statements.
19. A summary of grant awards will be posted on the **[Municipality's]** website in accordance with s.65C(1) of the *Municipal Government Act*.