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Township of Adelaide Metcalfe Council Grant Policy

COUNCIL GRANT POLICY

Purpose:

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to:

1. Provide municipal funds or other forms of assistance, in limited amounts, to community groups and organizations that warrant municipal support.
2. Ensure that full value be obtained for each dollar provided in financial assistance by the Township.

The program exists to recognize the value of these groups to the well-being and growth of the community and in helping the Township retain a strong community focus.

Scope:

The Council Grant Policy is applies to requests for municipal funding assistance or other forms of municipal assistance.

Exclusions:

1. Request for contributions to disaster funds such as fire, flood, earthquakes etc.
2. Request for funding from other government agencies, as well as Cemetery Boards.

Objectives:

The Township of Adelaide Metcalfe commits to supporting non-profit organizations within the Township both financially and in-kind through a fair application-based process that will maximize the funds collected through the tax base.

Definitions:

For the purposes of this policy:

"Tourism/Economic Development" includes organizations that significantly benefit tourism by bringing in non-Township of Adelaide Metcalfe residents into the Township of Adelaide Metcalfe or promotion of events highlighting the Township of Adelaide Metcalfe.

"Community" includes organizations that enable citizens to strengthen the personal or community life of the Township of Adelaide Metcalfe. It also refers to organizations which strengthen

neighbourhoods, accessibility, and public involvement in organizations. This category includes quality of life organizations.

“The Arts” includes organizations that produce, present, distribute, educate and/or encourage appreciation of and the creation of work in the literary, performing or visual arts.

“Culture and Heritage” includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions, e.g. diversity and multi-culturalism.

“Environmental Awareness & Sustainability” includes organizations with a primary focus of preservation and raising awareness of environmental, agricultural and/or natural heritage issues and features.

Roles & Responsibilities:

The Treasurer administers the grant process. Senior Managers and the CAO will review and provide input to the Treasurer of the financial impact of the in-kind request and availability of the resources being requested.

The Council of the Township of Adelaide Metcalfe reviews all applications and provides final approval on all applications.

Procedure:

The following are the guidelines to be used by the Township of Adelaide Metcalfe in evaluating applications for Council grant for financial assistance:

1. The grant application will be considered in one of six categories:
 - a) Tourism/Economic Development
 - b) Community
 - c) The Arts
 - d) Culture and Heritage
 - e) Environmental Awareness & Sustainability
 - f) Other
2. A maximum of \$25,000.00 will be included in the budget each year for this program.
3. A maximum of \$10,000.00 per organization has been established for financial contributions.
4. A maximum of \$1,000.00 per organization has been established for in-kind services.
5. In-kind support will be limited to the use of Township property at a reduced rate or no cost, Township staff support including photocopying, and loan of Township equipment. In-kind support will not include permit fees (i.e. Building permits, etc), equipment rental fees or payment of invoices/services. Any refundable deposits (i.e. damage deposits) will not be waived.

Eligibility:

6. The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Adelaide Metcalfe and the organization must be responsible for the planning and provision of these services.
7. Organizations must be non-profit community groups and organizations and be based in or connected to the Township of Adelaide Metcalfe.
8. Programs/community events must be open to all residents of Adelaide Metcalfe and must benefit residents of Adelaide Metcalfe.

9. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant do not substantially duplicate the efforts of other organizations.
10. The County Grant program should not be considered as the primary source of funding for the organization such as funding is intended to be supplementary to main sources of funding for organizations.
11. As a general guideline, the Township of Adelaide Metcalfe will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
12. Since volunteers are an important part in community services, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
13. The mandate of the organization must provide for services extended to the general public of the Township of Adelaide Metcalfe and should not exclude anyone else by reason of race, religion, or ethnic background in accordance with the Charter of Human Rights and Freedoms.
14. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
15. An organization (principal) receiving financial assistance from the Township of Adelaide Metcalfe should not act in the capacity of a funding body (agent) for or provide financial assistance to any other group or organization.
16. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects, and undertakings should be considered into one request. This includes direct funds, equipment donations, fee reductions, etc. Fully completed applications for assistance must be received on an annual basis **not later than October 31st in the year before the event.**
17. This Council Grants Program shall be used only for the purpose approved by Council.
18. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.
19. No financial donation or assistance will be considered unless specifically authorized by this policy.
20. Applications for projects that do not use Township property must include letters of permission from the property owner unless the organization that owns the property is making the application.
21. Application forms will be available at the Township Office and on the Township website.

Ineligible Requests:

- To individuals
- To organizations which are profit oriented, have a political mandate or special interest groups and clubs and/or clubs with exclusive membership
- On a retroactive basis or for a project that is already completed
- To cover budget deficits
- For day-to-day operating costs of an organization (i.e. staffing, rent (excluding Township facilities), property taxes, office supplies (including electronic equipment), etc.)
- To organizations providing a share of membership which may be held or disposed of for personal gain
- To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations
- For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities
- To support programs or services which are operated under the authority of another level of government

- As donations to charitable causes
- To offset capital depreciation costs
- For attendance at conferences, workshops, or seminars
- For travel, accommodation, uniforms, or personal equipment
- To recreation sports groups, individual athletes or teams for a competition or to subsidize participation in a sports event
- To groups that have failed to comply with reporting requirements from previous grants
- For projects taking place on private property, which is not accessible to the public or used for community activities
- To fund a third party

Evaluation:

22. Completed application forms are to be submitted to the Township Office or electronically to the Treasurer who will prepare a report and recommendation to Council for funding.
23. Applications for in-kind non-financial assistance will be forwarded to the respective department for review. The Senior Manager will review and provide to the Treasurer information on the financial impact of the request and availability of the resources being requested.
24. Applications will be reviewed for completeness, accuracy and compliance with this policy.
25. Incomplete applications received on or after the deadline will not be considered for a grant.
26. Council makes the final decision on all Council grant requests.
27. Grant funds will typically be awarded in one lump sum payment. At the discretion of Council, organizations may be awarded funds by installments.

Accountability & Recognition:

28. Applications awarded a grant will be held accountable for the expenditures of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
29. In the event that the project does not go forward, the grant recipient shall return those funds granted for the purpose of the proposed project.
30. Organizations receiving financial and/or in-kind grants shall acknowledge the Township's contribution through all printed matter and other promotional means. The Township's logo is available from the Clerk's Department.
31. Council makes the final decision on all Council Grant Requests.