

## **Purpose**

To outline the eligibility criteria, as determined by Council, for grant funding opportunities through the Municipal Grants Program Policy and to define the process for accepting applications.

## **Scope**

This guideline applies to all organizations seeking funding through the Municipal Grants Policy Program.

## **Definitions**

Terms not otherwise defined in this Program Guideline have the meanings given in the Municipality's Municipal Grants Program Policy.

## **Communication**

The Municipality will promote the Municipal Grants Program and the application process through various communication methods, including the Municipality's website, social media, print materials, and other communication methods as appropriate.

Timelines for application would be communicated and published on the Municipality's website.

## **Accountability**

Organizations awarded a grant will be held accountable for the expenditure 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. Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between initiatives or groups without prior the Committee's approval. Any unspent funds at the end of the initiative must be returned to the Municipality. By the last Friday in September in the year the grant is received, a Final Report must be completed and submitted to Finance and Business Services in order to qualify for future funding; OR if the funded initiative was not completed by this deadline the organization must submit an Interim Report which shall include the requested date of extension and reason for extension of the Final Report filing. Failure to submit the report, and/or meet

any of the grant conditions outlined above will result in the organization being ineligible to apply for funding in future years or any approved funds may be withheld until such time the above conditions are met.

Municipal Grants Program provides financial and in-kind assistance contribution grants to eligible non-profit and not-for-profit organizations to support their initiatives.

### **Application Process**

- a) The application and submission date shall be available on the Municipality's website.
- b) The application is required to be completed and submitted to the Municipality's Finance and Business Services Department.
- c) Grant applications submitted will be evaluated and recommended by the Committee to Council for eligibility based on the criteria noted below and available funds.
- d) All decisions of the Council are final.
- e) Applicants will be notified of the decision.
- f) Applicants recommended for funding will be contacted by Finance and Business Services Department when payment is available.

### **Grant Application and Criteria**

Applications will be completed and submitted electronically. The electronic version of the application has been designed to ensure all required information is submitted.

- a) The application period will open annually on the first Monday in September and close the last Friday in September. No exceptions will be made. The application will no longer be accessible after that time.
- b) The application form outlines the documents that are to accompany the application.
- c) An organization can only submit one application per year.
- d) Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- e) The maximum amount available to any one eligible organization in any one year is \$15,000, as determined by the Council.

f) The Committee may or may not recommend to fund to the limit of the maximum requested grant amount at its discretion.

g) The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.

h) Funding in any one year is not to be interpreted as a commitment for future funding.

**Evaluation Criteria Grants shall be evaluated using the following criteria:**

**First Stage Assessment**

Are all eligibility criteria outlined in the Application provided?

Does the financial information provided indicate that the organization is financially stable?

If applicable, has the application outlined funding from regional or other municipal government(s)?

If applicable, has the application outlined funding from provincial and/or federal government(s)?

**Second Stage Assessment**

The following scores will be used to assess how each criterion has been met:

0-Not met    1-Slightly met                      2-Partially met                      3-Fully met

**Evidence of Need**

1. Has evidence of need been demonstrated and is it clear how the initiative will address the need identified?

2. Is it clear how the initiative will support and provide direct and indirect benefit(s) to Leamington residents?

**Outcomes**

3. Have clear outcomes been stated?

4. Have clear targets been stated?

5. Is it clear what evidence will be available to show that the initiative has achieved its outcomes?

**Access to the Initiative**

- 6. Is it clear how the intended beneficiaries will have access?
- 7. Is it clear how many and how the initiative will involve volunteers?

Cost of the Initiative

- 8. Has the applicant provided clear and reasonable costs that match the proposed initiative?
- 9. Has the applicant provided clear plans for funding any balances?
- 10. Has the applicant provided clear plans for sustaining or exiting the initiative at the end of the funding period?

Additional information Is there any other information you would like to include that is relevant to your application? Any relevant information provided can be used to adjust scores awarded in any of the sections above.

Total Score \_\_\_\_\_ (Maximum Score 30)

The application should be thoroughly reviewed for completeness prior to submission to ensure that it contains all the information required.

Applications are evaluated based on their relative merit, and funding in one year does not guarantee funding for an initiative in the following year.

**Drafted:**      January 18, 2021  
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