

Policy No.: F11 - Municipal Grants Program Policy

Date Enacted: January 26 , 2021

Amended By: September 14, 2021

Subject

The Municipal Grants Program Policy is established to provide support and assistance to community non-profit and not-for-profit organizations.

Purpose

The purpose of the Municipal Grants Program is to ensure that funds are allocated in a fair and transparent manner to community organizations. This Policy identifies the funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

Scope

The Corporation of the Municipality of Leamington recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing financial and in-kind assistance to such organizations through its Municipal Grants Program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process. The objective of this Policy is to treat all organizations fairly and consistently. The aim of the Municipal Grants Program is to share available resources throughout the Municipality.

Definitions

Annual Funding Amount shall not exceed \$43,000 for Municipal Grants.

Annual Report is the annual report submitted by the Municipal Grants Review Committee to Council.

Application Process is the application-based process managed and reviewed by the Municipal Grants Review Committee to determine and recommend approval to grant funding to organizations to Leamington Council.

Council shall mean the Council of the Corporation of the Municipality of Leamington.

Criteria are used to evaluate grant applications based on how the organization's initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the Municipality's contribution, and how the success of the initiative will be determined.

Financial Assistance is a grant that provides funding to an organization.

Grant Application is the application form required to be completed and submitted prior to consideration of any grant funding.

Initiative means any public undertaking of a project, program, and/or event carried out by an organization.

In-Kind Assistance is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the Municipality. In-kind grants will include the estimated value of the initiative and the revenue and related expense will be recorded within the appropriate department.

Letter of Award shall mean a written confirmation of an award to an applicant by the Director of Finance and Business Services. This confirmation may be provided electronically.

Methods of Communication are the methods used by the Municipality to communicate to the public, including but not limited to: the Municipality's website, social media, newspaper and press releases.

Municipal Grants Review Committee (hereinafter called the "Committee"): independent committee of Council, and delegated authority to review and recommend approval of grants to Council in accordance with this Policy. The members of the Committee include two members of Council annually appointed by the Mayor, Director of Finance and Business Services, Manager of Revenue and Financial Planning (or alternate) and one additional Municipality of Leamington staff member.

Municipality is the Corporation of the Municipality of Leamington.

Municipal Community Partner Donations will be confirmed by Council each year. These organizations are long-standing community organizations that provide special public service upon which the Municipality relies. Funding to these community partners will be done in advance of the application period. These organizations will be required to submit their annual funding request along with the purpose for the funding request as well as prior years financial statements to the Director of Finance and Business Services who will annually submit the report to Council.

Organization is a non-profit or not-for-profit community group/organization that provides products or services to improve or benefit the community. Non-profit organizations are usually concerned with generating enough revenue to provide support to their community. Non-profit organizations reinvest any money earned back into its own operation to grow the organization and further support its mission.

Procedures

The Finance and Business Services Department will annually inform the community of grant opportunities through updates to the Municipality's website. The Finance and Business Services Department will receive the applications for a period not to exceed 30 days each year. Typically, the intake for grant applications will be during the month of September each year.

Late or incomplete applications will not be forwarded to the Committee for consideration.

The Committee will evaluate applications and recommend the approval of the grants based on the grant criteria outlined in the Municipal Grants Program Guidelines (Guidelines) and the available funds. The Committee will annually submit the report recommendations to Council for approval. All decisions of Council will be final.

Eligible Grant Recipients and Program Principles

Applicants must be non-profit and not-for-profit community groups and organizations whose primary focus is within the Municipality of Leamington.

An organization can only submit one application per year.

Municipal Grants are intended to be supplementary to an organization's main source(s) of revenue. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fundraising and volunteer support).

All funding shall be for future initiatives. Retroactive funding will not be considered.

Evidence of service need or uniqueness of service provided (responsiveness to community) must be outlined.

Equity and accessibility to participants must be demonstrated.

Approval of funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

If applicable, Municipal Grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

Funding requests may be reduced in value at the discretion of the Committee to support a wider range of initiatives.

Grants may be awarded with certain terms and conditions. The Letter of Award will state if any particular restrictions apply to the grant.

Grant applicants determined to be ineligible for funding or denied funding in any given year shall be notified in writing.

The Committee is not obligated to allocate funds to any organization regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this Policy.

Exclusions

Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) are not eligible to apply through the Municipal Grants Program.

Organizations that may be located within the Municipality of Leamington, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).

Consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event.

Applications

The Municipal Grants Program supports innovative initiatives that provide direct and indirect benefit to Leamington residents. The fund does not focus on providing funding for operating expenses of an organization.

Organizations seeking financial assistance must submit an application to the Municipality of Leamington.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied.

The Committee may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines.

Application Period

The application period will typically open annually on first Monday of September, and close the last Friday in September. All applications will be date stamped and numbered when received.

Applicants will receive a notification that their application has been received. If the application is complete, it will be forwarded to the Committee for evaluation.

The determination of the grant awards will be completed by the end of December.

The allocation of Municipal Grants will occur in the following year after the annual budget is approved.

Financial Considerations

Unless otherwise approved by Council, no grant funding will be paid until such time as the annual budget has been approved.

Organizations with arrears owing the Municipality of Leamington will not be eligible for grants.

A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant.

Any municipal grant funding that has not been spent, in the year that it is received, shall be returned to the Municipality.

Reporting

All organizations receiving funding from the Municipality shall provide a written report as outlined in the Municipal Grants Fund Program Guidelines.

NOTE: Any organization that does not submit a report will not be considered for funding in subsequent years.

Annual Report to Council and the Public

The Annual Report submitted by the Committee to Council will identify: the applicants who are recommended to receive funding in that year, the use of the funds, and the benefit to the community from the grants. It will also identify any recommendations for changes in the Municipal Grants Program (Policy and/or Guidelines) that Council may consider.

The Annual Report will be published on the Municipality's website each year.

Unused amounts in the Municipal Grants Program at the end of each year will be carried over to the next year. The combined total of carryover of funds and current year funding that will be available in any year will not exceed \$175,000 in total including the Community Partner Donations.