

Town of Greater Napanee Municipal Community Grants Policy



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Department:	Finance	Contact:	Treasurer
Approval Authority:	Council	Policy No:	FN-2023-02

1. Introduction

The Town of Greater Napanee may, at the discretion of Council, provide direct monetary grants to programs, charities, causes, local boards and agencies that:

1. Extend or compliment the community services provided by the Municipality, deemed to be interests of the inhabitants of the Town of Greater Napanee.
2. Are seen to be of significant value to a wide segment of residents of Greater Napanee
3. Benefit the community by assisting the arts, culture and social well-being of the community and its citizens.

2. Purpose

The Town of Greater Napanee recognizes the value of community organizations which provide programs, services and projects that enrich the lives of members of the community, and that municipal grants are one way Council can support and work with these organizations. Council also recognizes the financial constraints of the Town as a taxpayer funded entity. The purpose of this policy is to provide decision making criteria for use by members of Council and municipal staff when responding to requests for grants. The fundamental goal of this policy is to achieve consistency, fairness and demonstrate due diligence with respect to proper use of public funds when grants are involved.

3. Scope

This policy applies to all grants provided by the Town of Greater Napanee to community organizations, and includes direct financial assistance, indirect in-kind assistance, and indirect financial assistance through funds administered on the Town's behalf. Municipally owned resources eligible for grants include:

- Use of a municipally owned facility or property (rental fee waived / reduced);
- Municipal staff support for an event (wages waived / reduced);
- Use of municipally owned equipment (rental fee waived / reduced); and
- Use of municipally owned materials (rental fee waived / reduced).

4. Authority

Pursuant to Section 107 of *the Municipal Act, 2001* Council has the legislative authority to provide grants as follows:

“despite any provision of this or any Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality”

5. Definitions

5.1 Types of Grants

The various types of grants and funding options awarded under this policy are as follows:

Community Project: Community projects may include:

1. One-time assistance for the start-up of an organization/project, not including a capital project; or
2. Funds for a short-term undertaking with a start-up and completion date, not including a capital project.

Operating Grant: Grants defined as operating funding will assist with the general operating expenses of an applicant, including administrative costs and program-related expenses.

In-kind Contributions: 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.

Special Events: One-time or first-time events that are of cultural, historical, social, environmental, or recreational significance to the community and which may include the participation of more than one organization. Pursuant to the Special Events Policy each applicant must submit a grant application request to Council each year if looking for support from Council for the Special Event.

Community Event: A recurring event that Council has determined provides some significant benefit to the community and is open to all members of the public.

5.2 Grant Funding Streams

The methods of receiving community funding under this policy are as follows:

Partnership Agreement: Long-standing municipal support arrangements which are approved by Council during the annual budget process. A formal agreement may exist with the partnership agency, and the terms of the support shall follow the general principles of this policy. Support may be financial or in-kind, or a combination of both. Historic partnerships have included services such as transit, tourism, programming for under-serviced populations, and community events.

Community Fund: The majority of requests for funding are referred to one of the established funds which are administered by a third party. These funds currently include the Atura Community Development Fund and the Town of Greater Napanee Fund through the Lennox and Addington Community Foundation.

Ad-Hoc Council Approvals: Where a time-sensitive request for funding emerges which cannot be accommodated through a Community Fund, consideration may be given for an ad-hoc Council approval, subject to the availability of budgeted funds.

6. Responsibilities

6.1 Council of the Corporation of the Town of Greater Napanee

Council is responsible for:

- a) Setting the annual budget allotment for municipal grant funding, as part of the budget process;
- b) Approving policies, procedures and guidelines as they relate to monetary grants and grants of Town services facilities or equipment; and
- c) Reviewing, approving or denying applications for partnership agreements and ad-hoc support requests.

6.2 Treasurer

The Treasurer, or designate, is responsible for:

- a) Tracking the municipal grant budget and ensuring Council is made aware of the remaining budget available for new applications, as applicable;
- b) Receiving and reviewing ad-hoc funding requests before they are presented to Council;
- c) Reporting on the total annual grant support provided, both cash and in-kind;
- d) Recommending policies and procedures surrounding the management of municipal grants; and
- e) Ensuring this policy is reviewed once per Council term.

6.3 Department Heads

Department heads are responsible for:

- a) Advising the Treasurer of all in-kind support provided by their department throughout the year through waived or reduced fees for the use of staff time, municipal equipment, and municipal property; and
- b) Ensuring requests for funding are directed to the Community Funds first, before being referred to Council as an Ad-Hoc Request.

7. Policy

7.1 Governing Principles

The primary purpose of this policy with respect to the use of funds from taxation and other non-tax revenue sources is to provide municipal services in an accountable and responsible manner.

The Town may, at the discretion of Council, provide grants in the form of in-kind services, or in exceptional circumstances a waiver of standard fees, where doing so could benefit the quality of life for citizens in the community.

In general, the Municipality will not directly contribute to charities, individuals, causes or programs because in doing so the Town would be using tax revenue for a purpose other than that for which it was primarily intended and would be at the risk of interfering with the individual taxpayer's right to support charities, causes or programs of their choice.

7.2 Basic Principles for Applicants

The following outlines basic principles that must be met and demonstrated by each applicant in order for consideration of grant approval from the Town of Greater Napanee Municipal Council:

- a) Assist organizations which have demonstrated a desire to help themselves;

- b) Promote and enhance the well-being of the Town and its citizens;
- c) Ensure that the requested service, activity or program is open to the community;
- d) Encourage more active involvement in community organizations, programs and activities;
- e) Ensure that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented with groups or organizations making requests;
- f) Ensure that a proper system of accountability is developed and maintained between the community group and/or organization requesting and receiving approval from the Town of Greater Napanee Council.

7.3 Funding Eligibility

In order to be eligible for funding, an applicant must be a **Not-for-profit Organization**, which for the purposes of this policy shall mean an applicant who meets one or more of the following requirements:

- a) Is registered in Ontario as a non-profit corporation by the applicable provincial or federal authority or ministry; or
- b) Is a community organization or group that returns 75% or greater of its net proceeds to the community for the community's benefit.

In addition, an applicant organization must also meet the following general criteria in order to be considered for a Town of Greater Napanee grant:

- c) There can only be one grant request per organization/project per year that will be considered, which may have multiple components and fall under more than one grant classification;
- d) An organization must be in existence for a minimum one (1) year before being considered for a grant;
- e) The organization must have a Volunteer Board, consisting of three (3) or more members;
- f) Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Town of Greater Napanee grant should never be considered as the only source of funding for the applicant;
- g) Funding requests will be considered for events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, and recreation and/or health activities;
- h) Funding requests for events should demonstrate their municipal, provincial or national significance, and how they are expected to bring economic or public relation benefits to the Town of Greater Napanee;
- i) Copies of the organization's most recent financial statements and the current year's budget must accompany the request;
- j) Financial assistance consideration is based on budget revenues and expenditures in the year for which the assistance is requested;

- k) Granting of assistance in any one year or several years is not to be interpreted as a commitment to future years' funding;
- l) When calculating the amount of financial assistance provided to an applicant, all forms of municipal support are to be accounted for, including in-kind support and successful Community Fund applications; and
- m) The applicant organization must spend grant funding on the sole purpose for which it was awarded within the current fiscal year.

NOTE: Community Funds may have additional or alternative eligibility criteria based on their own by-laws and terms of reference.

7.4 Funding Ineligibility

The following are not eligible to apply for a Municipal Community Grant in the Town of Greater Napanee:

- a) An organization that acts as a funding body, or makes grants to another organization;
- b) Commercial Businesses, For-Profit Organizations or individuals;
- c) An organization that offers services for which other governments have a clear, legislative responsibility;
- d) Applicants intending to use funds:
 - i. To cover deficits or debt repayment of the Organization;
 - ii. To retroactively fund projects that have already been completed; or
 - iii. To fund activities that serves primarily the membership or purposes of religious or political organizations, or clubs with exclusive membership that are not open to the general public.
- e) An organization who receives 75% or greater of their funding from the Federal or Provincial government;
- f) An organization whose primary focus is not within the Town;
- g) Organizations who have previously received funding and failed to provide financial statements and financial verification report as to the success of the previous year and specifically with respect to the allocation of grant funds will not be eligible for grant funding until such time proper documentation is remitted and evaluated;
- h) Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sport groups (with the exception of minor sports organizations); furthermore grants will not be approved to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event; and
- i) The Board of Directors shall not in any way benefit from receiving a municipal grant, and there shall be no personal gain from any member of the governing board of the Organization.

7.5 Special Considerations

Notwithstanding the requirements of Section 7.3 and 7.4, Council may consider the following as an Ad-Hoc Request:

- a) Requests from entities that do not meet all of the above criteria, but are unique in nature and fulfill a specific need in the community, subject to budget availability.
- b) Requests from individual residents who have been accepted to compete on a national or international scale in an event that Council determines to be of significant sport, culture, academic achievement or skill, which promotes the community in a positive manner, may be considered for a grant of up to \$300.00, subject to budget availability.
- c) Requests from a local team, whose roster has a majority of Greater Napanee residents, having qualified to represent the community at an event outside the province to compete at a national or international level, may be considered for a grant of up to \$500.00 to cover reasonable trip expenses in excess of fundraising revenues, subject to budget availability.

8. Procedures

8.1 Application

Requests for monetary grants will generally be directed to apply to a Community Fund as a first step. Requests for monetary grants that are not eligible through a Community Fund and in-kind grants will be considered as part of the annual budget deliberation process. Funding amounts for Community Partnerships will be approved by Council annually through the budget.

Applicants must complete the Municipal Grant Application in the form established by the Town and amended from time to time, and deliver the completed application to the Treasurer no later than September 30 of the year preceding the year which the grant is being requested.

Ad Hoc requests for waiver of fees and in-kind donations may be granted in exceptional circumstances at other times during the fiscal year by submitting a Grant Application for approval by Council.

Municipal Council has the sole authority to approve Community Grants, and Council will not approve any grant application which does not promote and improve the cultural, social, and economic well-being of the Community, and any grant not in line with the municipal values.

8.2 Grant Review Process

All completed applications for Community Grants that are received by the September 30 deadline will be forwarded to the Council as part of the annual budget deliberations for review and consideration.

All applications for Community Grants shall progress through the following process after the deadline for submissions:

1. Initial review by municipal staff to verify eligibility criteria are met.
2. Council budget meeting review of eligible municipal community grants.

When considering grant applications during budget deliberations, Council will evaluate applications in terms of basic principles and funding eligibility principles as outlined in the Municipal Grants Policy on the prescribed Application Form. Any further information needed will be gathered from any group during the annual budget deliberations. The final recommendations will be based on the total grant allocation and approval of individual grants for that year.

Recognizing that unique and beneficial “Special Events” may also arise from time to time outside the timelines noted in this policy, applications for Special Events grants received after the grant deadline shall be forwarded directly to Council for consideration as an Ad Hoc request.

Applications for in-kind non-financial assistance will be forwarded to the respective department for review with a report to be presented to Council for consideration and approval. All in-kind assistance will be reported to Council at minimum on an annual basis through the budget process in order to ensure that the allocations adhere to the principles of this policy.

Groups submitting grant applications determined to be ineligible for funding shall be notified in writing of Council’s decision following approval of the Town’s annual operating budget.

8.3 Municipal Community Grant Budget

The Town of Greater Napanee shall ensure that the annual allocation for community grants includes all committed Partnership Agreements, the amount to be transferred to any Community Funds, and an amount that Council deems appropriate for Ad Hoc Applications. Consideration shall be given to the average grant amounts disbursed in prior years and adjustments for the cost of living. Council may direct that unused Ad Hoc funds be rolled over to the next year’s budget through the use of a stabilization fund.

Community grant budget allocations shall include Council approval of the total amount of foregone revenue to be provided through in-kind support for the fiscal year.

8.4 Reporting

Each Applicant Organization must complete the Municipal Grant Report Form, in the form as established by the Town as amended from time to time, and report on how the funding was spent. This report will include financial verification of funds that were used, the impact the funding achieved, and the volunteer hours that were contributed to the community by the organization. This report must be submitted to the Town within three months of the conclusion of the program/project/event, or by September 30 of the year following the application date.

8.5 Conditions of Assistance

The Town of Greater Napanee must be notified in writing of any significant changes to the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Greater Napanee reserves the right to request the return of any grant funding provided.

Receipt of a grant in one year does not guarantee approval of a grant in the following or any subsequent year.

The Town of Greater Napanee reserves the right to request acknowledgement on promotional materials related to the funded program, project or event, with such acknowledgement to be coordinated with the Town's Communications Staff.

9. Related Documents

- Community Fund Agreement – Town of Greater Napanee and Lennox and Addington Community Foundation
- Community Development Fund Agreement – Town of Greater Napanee and Atura Power
- Application Form
- Follow Up Form

Revision History

Date	Number	Description of Changes
2002	Policy 2002-01 / 2002-02	Facility Subsidy Policy; Grants to Attend National / International Sporting Events Policy
May 24, 2014	By-law No. 2014-0031	Facility subsidies limited to halls only, delegated authority for staff approvals established
December 15, 2016	Resolution #549/16	Agreement created with Napanee District Community Foundation to manage municipal grants; annual Council budget for grants to be limited to sports teams' representation outside the province and existing funding agreements such as

		Deseronto Transit and Loyalist Parkway Association.
October 8, 2019	Resolution #488/19	Emerging Charitable Fund Agreement with Community Foundation of Lennox and Addington; Annual funding to be committed through the budget for Loyalist Parkway Association, Deseronto Transit, UEL, and individuals and sports teams competing at a national or international scale.