

Category: Policy No.: Revisions:		Pages:5 Effective Date: Nov. 16, 2016 Report No.: CS016-048
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## Council Grants

### 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 Municipality.

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

### Scope:

This Statement of Policy applies to request 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.

### Definitions:

#### Tourism/Economic Development

Includes organizations that significantly benefit tourism by bringing in non-Municipality of Middlesex Centre residents into the Municipality of Middlesex Centre or promotion of events highlighting the Municipality of Middlesex Centre.

#### Community

Includes organizations that enable citizens to strengthen the personal or community life of the Municipality of Middlesex Centre. 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 the 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 Director of Corporate Services administers the grant process.

Department Directors will review and provide in a report the financial impact of the in-kind request and availability of the resources being requested.

The Council of Middlesex Centre reviews all applications and provides final approval on all applications.

## **Procedure:**

The following are the guidelines to be used by the Municipality of Middlesex Centre in evaluating applications for Council grant 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 \$20,000 will be included in the budget each year for this program.
3. A maximum of \$5,000 per organization has been established for financial contributions.
4. A maximum of \$2,000 per organization has been established for in-kind services.
5. In-kind support will be limited to the use of Municipal property at reduced or no cost, municipal staff support and loan of municipal 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 Municipality of Middlesex Centre 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 Municipality of Middlesex Centre.
8. Programs/community events must be open to all residents of Middlesex Centre and must benefit Middlesex Centre residents.
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 Council Grant program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
11. As a general guideline, the Municipality of Middlesex Centre 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 service, 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 Municipality of Middlesex Centre and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian 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 Municipality of Middlesex Centre 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 consolidated 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 November 30th 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 Municipality to continue such assistance in future years.
19. No financial donation or assistance will be considered unless specially authorized by this policy.
20. Applications for projects that do not use Municipal 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 Municipal office and on the Municipal 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 municipal facilities), property taxes, office supplies (including electronic equipment), etc.).
- To organizations providing a share or 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 and seminars.
- For travel, accommodation, uniforms, or personal equipment.
- To recreational 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 applications form are to be submitted to the Municipal office or electronically to the Director of Corporate Services 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 departments for review. The Department director will review and provide in a report 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 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.
29. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
30. Organizations receiving financial and/or in-kind grants shall acknowledge the Municipality's contribution through all printed material and other promotional means. The Municipality's logo is available from the Corporate Services Department.
31. Council makes the final decision on all Council Grant requests.

## Council Grant Application

*Note: Applications to the Municipality of Middlesex Centre for Grant Funding will be accepted no later than November 30th each year.*

Organization name \_\_\_\_\_

Organization address \_\_\_\_\_

Contact Person \_\_\_\_\_  
*Must have signing authority* Position

Telephone number(s) \_\_\_\_\_

Fax \_\_\_\_\_ email address \_\_\_\_\_

Name of Proposal \_\_\_\_\_

Date of Proposed Event \_\_\_\_\_ Location \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_

Please indicate the support being requested

- Financial Assistance
- Service or Project
- Waiving of Facility Fees (Fee Reduction Request Application must be completed)
- Staff Support
- Supply of Equipment or Materials
- Insurance Coverage
- Use of Municipal Property or Facilities
- Other (describe) \_\_\_\_\_

**FUNDING AMOUNT REQUESTED: \$** \_\_\_\_\_

**IN KIND AMOUNT REQUESTED: \$** \_\_\_\_\_

## Organization Mandate

Please provide your organizations purpose/mandate.

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## Details of Request for Assistance

If this application includes any assistance **other than direct financial assistance**, please outline the details of this request (e.g., type and estimated hours of staff support, facilities to be used, date of facility request, equipment requested, etc.). Acceptance of this application does guarantee other non-direct financial assistance, the fee reduction request application form must be completed and provided to Community Services.

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## Proposal Summary

Please provide a clear and concise summary of your proposal, including the goals and objectives of your proposal.

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Please check on category that best suits your request for assistance. Refer to the Council Grants Policy for category definitions.

- Tourism/Economic
- Community
- The Arts
- Culture and Heritage
- Environmental Awareness/Sustainability
- Other (describe) \_\_\_\_\_

**Note:** organizers of parades are required to provide liability insurance in the amount of \$2 million naming the Municipality of Middlesex Centre as additional insured. The cost of obtaining such insurance may form part of any assistance application, along with the necessary Municipal Staff support.

**Community Support**

Please describe how your proposal supports the Municipality of Middlesex Centre.

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Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

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**Eligibility**

1. Are you a non-profit organization?

- Yes
- No

2. Please provide your Revenue Canada Charitable Registration Number (if applicable)

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3. Is your organization located within the Municipality of Middlesex Centre?

- Yes
- No           Where? 

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4. Will this proposal provide services to the citizens of the Municipality of Middlesex Centre?

- Yes
- No

5. Has your organization made any other application to the Municipality of Middlesex Centre for financial assistance during the current year?
  - Yes            When? \_\_\_\_\_
  - No
  
6. Has your organization received funding assistance from the Municipality of Middlesex Centre in prior years?
  - Yes            When? \_\_\_\_\_ Amount \$ \_\_\_\_\_
  - No
  
7. Will your organization or another organization be the primary funder of this proposal?
  - Yes, our organization
  - Yes, another organization (please name) \_\_\_\_\_
  - No
  
8. Will the assistance that the Municipality provides your organization be utilized **only** by your organization?
  - Yes
  - No            Name other organization(s) \_\_\_\_\_

**Other Pertinent Information**

You are welcome to use the space below to provide any pertinent details about your proposal not covered in the preceding questions.

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Completed applications must be delivered by November 30<sup>th</sup> to:

Middlesex Centre  
 10227 Ilderton Road, RR 2  
 Ilderton, Ontario  
 N0M 2A0

or by email to:  
[farrell@middlesexcentre.ca](mailto:farrell@middlesexcentre.ca)



**Please note that a grant in any year is not considered to be a commitment by Middlesex Centre to continue such assistance in future years. It is not the intent of this grant program to become an annual component of an organizations budget plan.**

**Thank you for your submission.**