

	<b>FINANCIAL SERVICES KINGSVILLE COMMUNITY GRANT FUND</b>	
Policy #: FS-001	Issued: September 2009	Reviewed/Revised: September 2019
Prepared By: Director of Financial Services	Reviewed By: Senior Management	Approved By: Council

## 1.0 PURPOSE

The purpose of this policy is to:

1. Establish guidelines for funding to organizations that meet the eligibility requirements and funding categories of the Kingsville CGF;
2. Define the types of organizations that are eligible for funding;
3. Establish eligible funding categories;
4. Define funding mechanisms
5. Define the requirements for an annual application process for grant requests; and,
6. Ensure fairness and consistency in providing funding to qualifying organizations.

## 2.0 SCOPE

Only those organizations that meet all of the following criteria will be considered for a grant under the Kingsville CGF:

1. Organization is a:
  - a. Registered charitable organization or a
  - b. Registered not-for-profit organization or a
  - c. Volunteer group

Funding requests from individuals will not be considered;

2. Organizations seeking grants must provide services that fall into one of the funding categories identified in Section 3.1, "Funding Categories";
3. Organizations must provide services that directly benefit the general public within the municipal boundaries of the Town of Kingsville and make their services available to the general public without discrimination;

4. Organizations must be located in the Town of Kingsville or provide evidence of a project specific to the Town of Kingsville, with the majority of participants being from the Town of Kingsville; and,
5. Grant applicants related to a religious organization must be able to demonstrate that a distinct line of separation exists within its program and budgets between strictly religious activities and its community service program;

Organizations whose primary focus is in the Town of Kingsville will be given priority consideration for funding under the Kingsville CGF.

This policy excludes town support offered through formal partnership and sponsorship agreements.

### **3.0 DEFINITIONS**

#### **3.1 FUNDING CATEGORIES**

Applications which fall into one of the following funding categories will be considered for funding under the Kingsville CGF.

1. Social & Community Services

Services that respond to the basic needs and safety of residents within the community, including referral, information and assistance in a variety of areas such as health care, food, clothing, shelter, government services, counseling, employment, etc. and promote healthy communities. Services within this funding category must not duplicate or displace services offered by another organization. To be eligible for funding in this category the majority of the organization's clientele must reside in the Town of Kingsville.

2. Seniors or Youth

Activities directed towards the youth or senior population primarily within the Town of Kingsville. Includes Youth/Senior Centres offering activities and programming for youth and seniors whose primary membership is residents of the Town of Kingsville. Activities and programming offered within this funding category must not duplicate activities and programming offered by the Town of Kingsville.

3. Historical, Arts & Cultural Events or Organizations

Events and activities which serve to celebrate history, arts & culture, or gather, document, preserve or otherwise maintain information and artifacts of an historical or cultural value.

4. Fundraisers for Municipal Projects

Fees for fundraisers held in a municipal facility whose sole purpose is to raise funds for a municipal project to construct rehabilitate or maintain municipal infrastructure may be waived. Assistance provided in this category will be prorated based on the proportion of funds raised and directed towards municipal projects to total funds raised.

Fees for fundraisers held in a municipal facility whose sole purpose is to raise funds for charitable causes, other local causes not related to municipal projects or other nonlocal causes will not be waived.

5. Community Beautification & Protection/Preservation of the Environment

Includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

6. Disaster Relief

Appeals for disaster relief by other municipalities within Essex County or the Province of Ontario will be approved solely at the discretion of Council.

7. Event Sponsorship

Sponsoring an event that is open to the public and/or is expected to attract a large number of visitors to the Town of Kingsville.

### **3.2 TYPES OF FUNDING**

The following generally describes the types of funding provided under the Kingsville CGF. Applications will be limited to requests for one type of funding only.

1. Grants

The Town of Kingsville may award cash grants, up to a maximum of 50%, of the cost for following;

- Start-up costs for new programs
- Special events
- Capital projects

The grant recipient will be required to demonstrate that they have the funding available, or a viable financial plan, to finance the balance of the costs.

2. In-Kind Assistance

In-kind assistance provided by the Town of Kingsville includes the following:

- a. work performed for the organization by Town of Kingsville employees during regular business hours while employed by the Town (for example—snow removal, grass cutting, barricade placement, traffic control);
- b. rental of municipal property at a reduced rent;

3. Waiver of Fees

Waiver of all or a portion of the fees normally charged for the use of space in a municipal facility. (This program does NOT cover the waiving of fees relating to development charges, building permit fees or planning fees. Separate requests must be made in writing to Council for individual consideration of requests of this kind.)

**4.0 REFERENCE DOCUMENTS**

Annual Budget  
Kingsville CGF Application Form Appendix A  
Evaluation Matrix Appendix B

**5.0 RESPONSIBILITIES**

The Director of Financial Services or his/her designate will receive and score applications in accordance with the evaluation matrix found in Appendix B. An executive summary will be prepared and attached to copies of applications for presentation to Council.

Council will review submissions as part of the annual budget deliberation process.

**6.0 PROCEDURE**

**6.1 SUSTAINABILITY**

Organizations submitting grant requests for multiple years will be required to demonstrate the efforts and achievements related to future sustainability on an annual basis including:

1. That they are actively pursuing other sources of financial support and fundraising through other levels of government, donations, membership fees, ticket sales, user fees, etc.; and,
2. That they are working towards future self-sufficiency for purposes of reducing or eliminating their organization's need for municipal assistance in future years.

As part of the application process, organizations planning to submit grant requests annually for multiple years will be required to submit a 3- to 5-year business plan with each year's grant application (refer to Section 6.3, "Application for Funding under the Kingsville CGF").

## **6.2 BENEFIT TO RESIDENTS OF THE TOWN OF KINGSVILLE**

All applicants under the Kingsville CGF will be required to provide information, including demographic information that identifies the level of participation or benefit that their project, activity, program, etc. provides to the residents of the Town of Kingsville.

## **6.3 APPLICATION FOR FUNDING UNDER THE KINGSVILLE COMMUNITY GRANT FUND**

All organizations requesting funding under the Kingsville Community Grant Fund must submit an application using the Town's "Application for Funding under the Kingsville Community Grant Fund" contained in Appendix "A". All information requirements outlined in the application must be included with an application. Council reserves the right to disqualify any grant request where all required information has not been provided.

Applications for operating grants, capital grants and in-kind grants for the following funding categories will only be considered on an annual basis with the **deadline for submitting an application being October 31<sup>st</sup> for approval in the following year's budget.**

1. Social or Community Services
2. Seniors or Youth
3. Historical or Cultural Events or Organizations
4. Community Beautification & Protection/Preservation of the Environment
5. Event Sponsorship

Applications for all other requests for funding including, waiver of fees for municipal facilities and appeals for disaster relief may be submitted at any time throughout the year.

Applications will only be considered if they are submitted prior to the commencement of a project and before any costs associated with the project have been incurred. The Town of Kingsville, through the Kingsville CGF, will not contribute to deficits from operations of past years.

If an organization or group applying for a grant has a financial surplus or reserve from prior year's operations and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant approved for the organization.

Only one application per organization will be considered in a fiscal year. All programs, projects and undertakings requiring grant funding for an organization must be consolidated into one application.

## **6.4 PROCESSING OF APPLICATIONS**

Applicants submitting an application for operating grants, capital grants and in-kind grants for the October 31st deadline will be advised of the status of their grant application upon budget adoption by Council (March/April of the following year).

All other applications submitted throughout the year will be reviewed by Council or the Director of Financial Services at the earliest possible meeting date following receipt of the request.

All grant applications will be assessed solely on the information provided in the application that was submitted prior to the due date.

All grant requests which are approved by Council must be adopted by resolution in a public meeting of Council.

The granting of assistance in any year is not to be regarded as a commitment by the Town of Kingsville to continue assistance in future years.

## **6.5 PAYMENT OF APPROVED GRANTS**

Grants will be paid to recipients within 30 days of approval. Grant recipients may be required, upon request, to provide financial documentation (ex. receipts) to verify that grant proceeds were applied towards their intended purpose as outlined in their grant application.

## **6.6 REPAYMENT OF GRANTS**

Grant recipients shall repay the whole or any part of the grant as determined by the Town of Kingsville if the grant recipient:

1. Ceases operating
2. Ceases to operate as a non-profit, charitable or volunteer group
3. Merges or amalgamates with any other party
4. Knowingly provides false information in a grant application
5. Uses grant funds for purposes other than those identified in the grant application and subsequently approved by the Town of Kingsville
6. Breaches any other terms or conditions of the Kingsville CGF
7. Breaches any of the provisions of the Ontario Human Rights Code in its operations
8. Acts in the capacity of funding body for, or make grants or transfers funds to, any other group or organization

Any unused portion of a grant paid to a grant recipient remains the property of the Town of Kingsville and must be repaid by the recipient upon request. It is recognized that organizations that receive grant funding may have a year end that is different from the Town's fiscal year end and the determination of funding use will be assessed based on the grant recipient's year end.

**6.7 RECOGNITION**

Grant recipients are required to acknowledge the Town’s contribution to their activity, program, event or organization in all advertising, booklets, programs, signage, plaques, websites, etc. produced by the recipient. All recognition must be approved by the Town prior to printing, posting or distributing the material.

**6.8 ANNUAL BUDGET FOR KINGSVILLE COMMUNITY GRANT FUND**

The total value of grants provided through the Kingsville CG Fund will be limited to annual budget allocations approved by Council. The recommended annual maximum for the fund is set at 0.5% of taxation revenue.

Council reserves the right to adjust awards to approved recipients if the total of approved requests exceeds the recommended annual maximum. Pro ration may be carried out either on a percentage basis or a uniform hard cap maximum across all applications. The determination of adjustment method, if undertaken, will be decided in each budget year and need not be consistent from year to year.

**7.0 REVIEW/REVISIONS**

No.	Revision Details (incl. provision #)	Revision By	Date
1.	Clause 2 Scope to exclude partnerships/sponsorships	S. Zwiers	09/28/2017
2.	Clause 3.2 Limits applications to one type of funding per application.	S. Zwiers	09/28/2017
3.	Clause 3.2.1 Grants to a maximum of 25% of operating costs from 50%	S. Zwiers	09/28/2017
4.	Clause 5 Responsibilities amended to require DFS to score applications in accordance with matrix in NEW APPENDIX B and prepare executive summary for council	S. Zwiers	09/28/2017
5.	Clause 6.8 Annual Budget amended to allow council the right to adjust individual awards to maintain the recommended budget maximum for the fund	S. Zwiers	09/28/2017
6.	Appendix B - New	S. Zwiers	09/28/2017
7.	Council approved changes to the policy and scoring matrix as recommended in report FS-2019-14 which was presented to Council on September 9, 2019	R. McLeod	09/09/2019
8.	That Council directed Administration to amend Section 6.4 to state that grant applications will be limited to, and	R. McLeod	09/09/2019

	based solely on, the information in the application that was submitted to Council by the due date.		
--	--	--	--

Questions about this policy can be referred to Director of Financial Services or Manager of Financial Services.

**APPENDIX A  
CORPORATION OF THE TOWN OF KINGSVILLE**



2021 Division Road North  
Kingsville, ON N9Y 2Y9  
Phone: 519-733-2305

**Kingsville Community Grant Fund  
Application for Grant Funding**

**NOTICE TO APPLICANTS -**

The Town of Kingsville policy for Municipal Grants is included as part of this application package and should be read prior to completing an Application for Grant Funding under the Kingsville Community Grant Fund. Applications will be scored in accordance with the evaluation matrix (APPENDIX B to the Policy). Send completed applications to the attention of the Director of Financial Services at the Town of Kingsville, 2021 Division Road N, Kingsville, N9Y 2Y9 or by email to KingsvilleWorks@kingsville.ca  
**The Deadline for submission is October 31 each year.**

**GENERAL INFORMATION (must be completed by all applicants)**

**Name of Organization/Group/Project:**

\_\_\_\_\_

Street Address/PO Box

\_\_\_\_\_

City/Province                      Postal Code

\_\_\_\_\_

**Contact Person:**

Name & Position

\_\_\_\_\_

**Telephone Number:**

\_\_\_\_\_

**Fax Number:**

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**INFORMATION ABOUT YOUR ORGANIZATION (must be completed by all applicants)**

**Type of Organization: (select one)**

**Registered Charity**

Regist. # : \_\_\_\_\_

**Incorporated Not-for-profit**

Incorp. # : \_\_\_\_\_

**Other (provide details below)**

**Other: (please specify)**

\_\_\_\_\_

\_\_\_\_\_

**No. of Volunteers in Organization:**

\_\_\_\_\_

**No. of Paid Employees in Organization:**

\_\_\_\_\_

**TYPE OF GRANT & GENERAL GRANT INFORMATION (please select only one)**

**Cash Grant**

**Amount:**

\_\_\_\_\_

**In-Kind (provide detail below)**

**Waive Fees (provide % and details below)**

**Disaster Relief (provide details below)**

\_\_\_\_\_

TYPE OF GRANT & GENERAL GRANT INFORMATION (continued from previous page)	
Description of Project/Service Provided by Organization:	_____
Has your organization received a grant in previous year(s)?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If yes, please specify amount of grant per year:	_____
Will your organization require grants in future years?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

PROGRAM / EVENT / PROJECT DETAILS (must be completed by all applicants)
Briefly explain the new program, event or project to be provided by your organization: (Additional information may be attached if space is required)

BENEFIT TO THE TOWN OF KINGSVILLE (must be completed by all applicants)	
Is your organization based in the Town of Kingsville?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
How will your organization benefit the Town of Kingsville?	_____
What is the anticipated # of Town of Kingsville residents participating or benefiting from the project or service?	
Demographic Information (existing multi-yr projects/organizations only):	
No. of Town of Kingsville residents using the service/participating	<input type="text"/> (a)
Total Number of persons using service/participating	<input type="text"/> (b)
% Benefit to the Town of Kingsville	<input type="text"/> (a) / (b)
Council reserves the right to request membership lists, etc. to support demographic information provided above.	

GRANTS FROM OTHER MUNICIPALITIES (must be completed by all applicants)	
Have you applied for a grant from another municipality?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If you answered yes, please provide details (municipality name, amount requested and whether application has been approved).	



**APPENDIX B  
CORPORATION OF THE TOWN OF KINGSVILLE**



2021 Division Road North  
Kingsville, ON N9Y 2Y9  
Phone: 519-733-2305

**Kingsville Community Grant Fund  
Evaluation Matrix**

The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the attached policy.

This evaluation matrix may be amended from time to time by resolution of Council.

One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weighting factor. The grand total of all weighted sections determines the application's overall score.

**Evaluation Factors:**

**Section 2.0 Eligibility Criteria**

Submitted complete application.		<input type="checkbox"/>	
Submitted application by deadline.		<input type="checkbox"/>	
Applicant is a registered charity/ not-for-profit or volunteer group.		<input type="checkbox"/>	
Applicant represents a charity or group that has no paid employees.		<input type="checkbox"/>	
	Subtotal	<input type="checkbox"/>	
	Weighting Factor	<input type="text" value="1"/>	
	Section Total		<input type="checkbox"/>

**Section 3.0 Funding Categories**

Request matches funding category (select all that apply)

Social & Community Services		<input type="checkbox"/>	
Seniors or Youth		<input type="checkbox"/>	
Historical, Arts & Cultural Events or Organizations		<input type="checkbox"/>	
Fundraisers for Municipal Projects		<input type="checkbox"/>	
Community Beautification & Protection/Preservation of Environment		<input type="checkbox"/>	
Disaster Relief		<input type="checkbox"/>	
Event Sponsorship		<input type="checkbox"/>	
	Subtotal	<input type="checkbox"/>	
	Weighting Factor	<input type="text" value="1"/>	
	Section Total		<input type="checkbox"/>

**Section 3.2 Types of Funding**

Request is for only one type of funding	<input type="text" value=""/>
Request is for in kind services only.	<input type="text" value=""/>
Subtotal	<input type="text" value=""/>
Weighting Factor	<input type="text" value="1"/>
Section Total	<input type="text" value=""/>

**Section 6.1 Sustainability**

Application is for less than than <b>50%</b> of project costs.*	<input type="text" value=""/>
*Applicant must demonstrate ability to finance the balance of the costs	
Application is for less than than <b>25%</b> of project costs.**	<input type="text" value=""/>
**Additional point	
Applicant has not received funding/support in previous 2 years.	<input type="text" value=""/>
Application is for current year only.	<input type="text" value=""/>
If application is for multiple years, a multi year business plan has been provided.	<input type="text" value=""/>
Subtotal	<input type="text" value=""/>
Weighting Factor	<input type="text" value="2"/>
Section Total	<input type="text" value=""/>

**Section 6.2 Benefit to Residents of Kingsville**

Application will benefit how many Kingsville residents:		
	Weighting Factor	
0 - 25 residents	<input type="text" value="0"/>	<input type="text" value=""/>
26 - 100 residents	<input type="text" value="1"/>	<input type="text" value=""/>
100 - 500 residents	<input type="text" value="2"/>	<input type="text" value=""/>
500 - 2000 residents	<input type="text" value="3"/>	<input type="text" value=""/>
2000+ residents	<input type="text" value="4"/>	<input type="text" value=""/>

**APPLICATION GRAND TOTAL (max score 25)**