

## Community Grant Fund Policy Discussion - COTW

| Current Policy Guidelines   | Recommendations / Options   |
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| <p>2.0 Scope –</p> <p>Only those organizations that meet all of the following criteria will be considered for a grant under the Kingsville CGF:</p> <p>(1) Organization is a:</p> <ul style="list-style-type: none"> <li>• Registered charitable organization or</li> <li>• Registered not-for profit organization or</li> <li>• Volunteer group</li> </ul> | <p><b>Options -</b></p> <p>Clarify ineligible applicants as;</p> <ol style="list-style-type: none"> <li>1. Individuals,</li> <li>2. For-Profit commercial or industrial entities, or</li> <li>3. Publicly-funded institutions (i.e. schools, hospitals, health &amp; well being programs, etc), or</li> <li>4. Organizations affiliated with a political party or that have a political mandate.</li> </ol> |
| <p>2.0 (2) Organizations seeking grants must provide services that fall into one of the funding categories identified in Section 3.1, “Funding Categories”;</p>   | <p><b>Refer to Section 3.1 below.</b></p>   |
| <p>2.0 (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</p>  | <p><b>Recommendation</b> – no change to wording in section</p>  |
| <p>2.0 (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</p>   | <p><b>Recommendation</b> – no change to wording in section</p>  |
| <p>2.0 (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</p>  | <p><b>Recommendation</b> – no change to wording in section</p>  |

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| <p>3.1 Funding Categories:</p> <ul style="list-style-type: none"> <li>• Social &amp; Community Services</li> <li>• Seniors or Youth</li> <li>• Historical, Arts &amp; Cultural Events or Organizations</li> <li>• Fundraisers for Municipal Projects</li> <li>• Community Beautification &amp; Protection/Preservation of the Environment</li> <li>• Disaster Relief</li> <li>• Event Sponsorship</li> </ul>  | <p><b>Recommendation</b> – to remove the funding category Disaster Relief from the Policy. Replaced with any appeals for disaster relief by another municipality will be brought through a Council report or Correspondence and approved at the discretion of Council.</p>  |
| <p>3.2 Types of Funding:</p> <ol style="list-style-type: none"> <li>1. Grants – up to a maximum of 50% of the cost of; <ul style="list-style-type: none"> <li>• start up costs;</li> <li>• special events;</li> <li>• capital projects</li> </ul> </li> <br/> <li>2. In-Kind Assistance – includes: <ol style="list-style-type: none"> <li>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)</li> <li>b. rental of municipal property at a reduced rent</li> </ol> </li> <br/> <li>3. Waiver of Fees – waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.</li> </ol> | <p><b>Recommendation</b> to remove the criteria of “maximum of 50% of cost” to allow for flexibility to cover any or all costs of the project.</p> <p><b>Discussion</b> – Does Council wish to set a firm \$ limit that any one organization can receive?</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>a. To remove in-kind applications from the Grant Policy; replace with requests being submitted at any time to <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the appropriate Department Manager.</li> <li>b. To remove requests for reduction in rent from the Grant policy; replace with requests being submitted at any time to the <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the Manager of Parks &amp; Recreation to review approve based on available reduced fees within the Fees &amp; Charges By-Law.</li> </ol> <p><b>Recommendation</b> to remove requests for waiver of all or a portion of the fees from the Grant policy; replace with requests being submitted at any time to the <a href="mailto:requests@kingsville.ca">requests@kingsville.ca</a> which will then be directed to the Manager of Parks &amp; Recreation to review approve based on available reduced fees within the Fees &amp; Charges By-Law.</p> |

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| <p>6.1 Sustainability – organizations submitting grant request for multiple years will be required to demonstrate the efforts and achievements related to future sustainability on an annual basis including:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. That they are working towards future self-sufficiency for purposes of reducing or eliminating their organizations’ needs for municipal assistance in future years.</li> </ol> <p>Note: as part of the application process, organizations planning to submit grant request annual for multiple years will be required to submit a 3 – 5 year business plan with each year’s grant application.</p> | <p><b>Recommendation</b> – multi-year funding agreements can be complicated and typically involve a “quid pro quo” arrangement, or more robust reporting requirements. These are beyond the scope of the Community Grant program and should be removed from this policy.</p> <p>Multi-year funding requests should be directed to the respective Department Head for discussion and consideration, and if supported, presented to Council through a report. If not supported by Administration, the organization can submit correspondence directly to Council.</p> |
| <p>6.3 Deadline for submitting an application for operating grants, capital grants and in-kind grants is October 31st in the following year’s budget.</p>  | <p><b>Recommendation to:</b></p> <ol style="list-style-type: none"> <li>1. Remove the wording “operating grants, capital grants and in-kind grants”</li> <li>2. Remove “October 31st in the following year’s budget” and replace with a deadline of “November 30<sup>th</sup>” for consideration in the following year.</li> </ol> <p><b>Recommendation:</b> Council deliberate on grant applications at the COTW meeting in January each year.</p>   |
| <p>6.3 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.</p>  | <p><b>Recommendation</b> – remove paragraph in Section 6.3 entirely based on recommendations to update section 3.2 Types of Funding.</p>  |
| <p>6.8 Annual Budget – 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.</p>   | <p><b>Recommendation</b> – Administration is recommending Council follow the practice used for the 2023 Budget, and approve an unallocated amount for grant awards in the budget.</p> <p>Grant deliberations can be time consuming, and distract from other Budget priorities.</p>  |

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|   | <p>The unallocated budget will allow for Council and Administration to continue with the Budget process and approval and allow for the allocation of the Grant budget to be considered at a later time.</p> <p><b>Recommendation</b> – Council should set a firm target amount for grants, for the purpose of budget deliberations. If multi-year funding commitments are removed from this process, the threshold for community grants should be reduced to, say 0.25% of taxation (approx. \$55,000).</p> |
| <p>Appendix A – Application Form</p> <p>See attached</p>  | <p><b>Recommendation</b> – application form to be modified dependant on approved changes to the Grant policy.</p>   |
| <p>Appendix B – Evaluation Matrix</p> <p>See attached</p> | <p><b>Recommendation</b> to remove the weighting factors and use the matrix for informational purposes for administration and Council to consider eligibility.</p>  |
| <p><b>*NEW*</b></p>                                       | <p><b>Recommendation</b> to include a new requirement named “Grant Funding Attestation Report”. This report will be required to be submitted to the Town of Kingsville Treasury department by January 31st of the following year the grant was awarded. The purpose of the report is for the applicant to attest to the financial outcome of the awarded grant monies and to the success of the project’s identified outcome promised in the application.</p> <p>See attached Appendix C.</p>               |