



Date: October 10, 2023
To: Mayor and Council
Author: Margaret Schroeder, Manager of Financial Services
RE: Community Grant Fund Policy Update
Report No.: FS-2023-15

RECOMMENDED ACTION

1. That the amended Kingsville Community Grant Fund policy **BE APPROVED**.

BACKGROUND

On March 27, 2023 Council approved the following motion;

116-03272023

Moved By Councillor Patterson

Seconded By Councillor Gaffan

That Council discuss the current community grant process used in Kingsville at a Committee of the Whole or Council Meeting after the facility review is complete to provide direction to Administration regarding changes to Town policy that reflect a fair process for considering community grant applications, including but not limited to application deadlines, specific qualifications, a requirement to provide financial statements to support the application and a requirement for post-reports to be submitted by each grant applicant to qualify in preceding years.

On September 18, 2023 Committee of the Whole reviewed a number of proposed changes to the Community Grant Fund Policy and provided the following direction:

- a) Section 2.0 (1) will be amended to define ineligible applicants,
- b) Section 3.1 (6) will be amended to exclude Disaster Relief,
- c) Section 3.2 (1) will be amended to exclude the words "up to a maximum of 50% of the cost",
- d) Section 3.2 (1) will be amended to include a project maximum of \$20,000,
- e) Section 3.2 (2) will be amended to exclude In-Kind Assistance,
- f) Section 3.2 (3) will be amended to exclude Waiver of Fees,
- g) Section 6.1 will be removed entirely,
- h) Section 6.3 will be amended to remove the wording "operating grants,

- capital grants and in-kind grants”,
- i) Section 6.3 will be amended to update the application deadline from “October 31st” to “November 30th”.
 - j) Section 6.3 will be amended to include the requirement for successful applicants to submit an Attestation Report by December 31st of the year the grant was awarded,
 - k) Section 6.8 will be amended to update the maximum budget allocation from 0.5% of taxation revenue to 0.25% of taxation revenue,
 - l) The approval of updates to Appendix A – Application,
 - m) The approval of updates to Appendix B – Evaluation Matrix.

DISCUSSION

The proposed changes are intended to create an efficient and fair policy that allows the Town to continue to support local charities and non-profit groups.

One of the more significant changes to the policy is the removal of requests for in-kind services and rental fee reductions or waivers for the use of municipal facilities. The revised grant policy is intended to focus on cash awards.

Requests for minor in-kind services will be processed through requests@kingsville.ca (for example; garbage cans, grass cutting, barricade placement, traffic control, etc.) and will be directed to the appropriate Town of Kingsville Manager for a response. Requests for in-kind services requiring significant municipal resources will be submitted to Council for approval.

In an effort to provide greater consistency in the treatment of all the Town’s local charities and non-profit groups, Administration will be proposing significantly reduced rental fees for all of the Town’s non-profit organizations in the 2024 Fees & Charges By-Law. The proposed by-law will ensure that groups who previously applied for grants to offset rental fees will be able to access Town facilities at a very low cost.

Another recommend change is to remove all multi-year funding agreements or requests for multi-year grant funding from the policy. These agreements tend to be more complex in nature and were deemed beyond the scope of this policy. Requests for multi-year funding agreements will be presented to Council as they are received.

Lastly, the policy is introducing a new reporting requirement which is to be completed by every grant recipient by December 31st of the year in which the grant was awarded. This end of year report will require recipients to document and attest to use of the funds. This report will help Administration and Council in future year’s applications submitted by the applicant.

FINANCIAL CONSIDERATIONS

With the removal of multi-year contracts, in-kind services, and fee waivers from the Community Grant policy, the Committee of the Whole was supportive of reducing the annual budgeted allotment for community grants from 0.5% of taxation revenue to 0.25% of taxation revenue (approximately \$55,000 for 2024).

As these grants are funded by Property Taxes, it is important for Council to ensure the community, as a whole, is receiving a good return on its investment in the various community groups or non-profit organizations it chooses to support.

ENVIRONMENTAL CONSIDERATIONS

None

CONSULTATIONS

SMT, Committee of the Whole

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REVIEWED BY:



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