	FINANCIAL SERVICES **KINGSVILLE COMMUNITY GRANT FUND**	
Policy #: FS-001	Issued: September 2009	Reviewed/Revised: October 2023
Prepared By: 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

Organizations must meet the following criteria to be considered under the Kingsville CGF program:

1. Eligible applicants are:
    a. Registered charitable organization,
    b. Registered non-for-profit organization,
    c. Volunteer Group

2. Ineligible applicants are:
    a. Individuals,
    b. For-Profit Commercial or Industrial entities,
    c. Publicly-Funded Institutions (i.e. schools, hospitals, health & wellbeing programs, etc),
    d. Organization that is affiliated with a political party or that have a political mandate.

3. Organizations seeking grants must provide services that fall into one of the funding categories identified in Section 3.1, “Funding Categories”;

4. 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;

5. 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,

6. 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. 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 $20,000, of the cost for following;

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

4.0 REFERENCE DOCUMENTS

Annual Budget
Kingsville CGF Application Form Appendix A
Evaluation Matrix Appendix B
Kingsville CG Attestation Report Appendix C

5.0 RESPONSIBILITIES

The Manager 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 for deliberation.

6.0 PROCEDURE

6.1 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.

6.2 APPLICATION FOR FUNDING UNDER THE KINGSVILLE COMMUNIITY GRANT FUND

All organizations requesting funding under the Kingsville CGF 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 the following funding categories will only be considered on an annual basis with the **deadline for submitting an application being November 30th 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 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.

6.3 PROCESSING OF APPLICATIONS

Applicants submitting an application for the November 30th deadline will be advised of the status of their grant application upon approval by Council.

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.

6.4 PAYMENT OF APPROVED GRANTS

Grants will be paid to recipients within 30 days of approval.

Successful applications will be required to complete a Kingsville CG Attestation Report by December 31st of the year the grant was awarded. See Appendix C for the form to be completed and submitted to the Manager of Financial Services or his/her designate.

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.

6.5 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.

6.6 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.

6.7 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 0.25% 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.		
9.	That Council directed Administration to amend Section 2.0, 3.1, 3.2, 6.1, 6.3, 6.8, 6., Appendix A – Application Form, Appendix B – Evaluation Form, and the creation of Appendix C – Grant Funding Attestation Form.	M. Schroeder	10/10/2023

Questions about this policy can be referred to Director of Finance and Corporate 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 Manager of Financial Services at the Town of Kingsville, 2021 Division Road N, Kingsville, N9Y 2Y9 or by email to Requests@Kingsville.ca.

The Deadline for submission is November 30 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: _____

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: _____

AMOUNT OF FUNDING REQUESTED:

Amount of Cash Grant: **$** _____

TYPE OF GRANT & GENERAL GRANT INFORMATION

Description of Project/Service Provided by Organization:

_____

_____

_____

_____

_____

_____

Has your organization received a grant in previous year(s)? ☐ **Yes**

☐ **No**

If yes, please specify amount of grant per year: _____

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? ☐ **Yes**

☐ **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:

No. of Town of Kingsville residents using the service/participating		**(a)**
Total Number of persons using service/participating		**(b)**
% Benefit to the Town of Kingsville		**(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? ☐ **Yes**

☐ **No**

If you answered yes, please provide details (municipality name, amount requested and whether application has been approved.

FINANCIAL & OTHER INFORMATION (must be completed by all applicants)

	Information Attached?	
Detailed Budget for project and current year's operation (where applicable)	☐ YES	☐ NO
Additional Financial Information	☐ YES	☐ NO

Please list additional information provided below:

_____

_____

_____

DISCLAIMER & SIGNATURE (must be completed by all applicants)

I/We certify that the information contained in this application is true and complete to the best of my/our knowledge.

Authorized Signature(s):*

Signature

Name (please print)

Position

Signature

Name (please print)

Position

***Incorporated organizations - Signature(s) must be provided by person(s) having the authority to bind the organization.**

FOR MUNICIPAL USE ONLY

Date Application Received: _____

Applicable Budget Year: _____

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. The grand total of all sections determines the application's overall score.

Evaluation Factors:

Section 2.0 Eligibility Criteria

Submitted complete application.

Submitted application by deadline.

Applicant is not one of any of the following:

- Individual, or
- For-Profit commercial or industrial entity, or
- Publicly-funded institutions (i.e. schools, hospitals, health & well being programs, etc, or
- Organizations affiliated with a political party or that have political mandate.

Section Total

Section 3.0 Funding Categories

Request matches funding category (select all that apply)

Social & Community Services
Seniors or Youth
Historical, Arts & Cultural Events or Organizations
Fundraisers for Municipal Projects
Community Beautification & Protection/Preservation of Environment
Event Sponsorship

Section Total

Section 6.2 Benefit to Residents of Kingsville

Application will benefit how many Kingsville residents:

		Weighting Factor		
0 - 25 residents		0		
26 - 100 residents		1		
100 - 500 residents		2		
500 - 2000 residents		3		
2000+ residents		4		

Section 6.5 Payment of Approved Grants

Appendix C – Kingsville CG Attestation Report has been completed, signed and received by the Town of Kingsville Treasury department by December 31st.

APPLICATION GRAND TOTAL (max score 15)	

Kingsville Community Grant Attestation Report

1. Please describe the organization improvement (s) achieved as a result of the use of grant funding.

DESCRIBE THE USE OF FUNDS (per the approved grant application)	
AMOUNT OF GRANT DOLLARS APPROVED ($)	
AMOUNT OF UNSPENT DOLLARS AS OF DECEMBER 31st 2024 ($)	
WOULD YOU LIKE TO EXTEND TO USE IN 2025? (Yes/No)	
BRIEFLY EXPLAIN THE NEED FOR THE EXTENSION	
OUTCOME - BRIEFLY EXPLAIN THE BENEFIT TO THE COMMUNITY DUE TO THE APPROVED GRANT FUNDING	

2. Attestation – I can confirm that grant monies provided to the organization that I represent were used for the purposes identified in the application for grant and for no other or improper purpose. I confirm that all statements made above are truthful. Note: The town reserves the right to request additional information if deemed necessary by the Town of Kingsville.

Applicants Signature

Date