

	FINANCIAL SERVICES KINGSVILLE COMMUNITY GRANT FUND	
Policy #: FS-001	Issued: September 2009	Reviewed/Revised: September 2017
Prepared By: Sandra Zwiers	Reviewed By: Senior Management	Approved By:

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. The Town of Kingsville will only recognize one senior or one youth group in each community

3. Historical & Cultural Events or Organizations

Events and activities which serve to celebrate historical or cultural heritage 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. Purchase of Advertising in Event Program Booklets

Purchase of a business card size ad in an event program booklet when the booklet is covering an event at municipal facilities and/or when the event is attracting 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

Cash grants provided by the Town of Kingsville to assist with an organization's operating expenditures up to a maximum of 25% of the organization's operating costs, excluding the cost to purchase or sell alcoholic beverages. Cash grants may also be provided for a one-time project.

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. long-term rental of municipal buildings at a reduced rent;
- c. payment of utilities for an organization's building in or adjacent to a municipal building

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. Purchase of Advertising

The purchase of advertising in an event or program booklet as set out in Section 3.1.7) above up to a maximum value of \$50 for a business card size advertisement.

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 31st 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

Applications for all other requests for funding including, advertisements in program booklets, 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 requests which are approved by Council must be adopted by resolution in a public meeting of Council.

Applicants may be required to make a presentation to Council as part of Council's review of a grant application. Council also reserves the right to request information in addition to the information requested in the Application for Funding under the Kingsville CGF.

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 grant recipients based on the timing of expenditures. Grant recipients may apply for up to 50% of the approved grant to assist with the start-up cost of a one-time project. Operating grants will be paid quarterly based on the cash flow requirements provided by the applicant.

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	S. Zwiers	09/28/2017

	recommended budget maximum for the fund		
6.	Appendix B - New	S. Zwiers	09/28/2017
7.			
8.			

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