



# Corporate Policy & Procedure

---

**Policy Title: Municipal Grant Policy**

**Policy Number:**

---

Section: **Corporate Administration**

Effective Date: **October 18, 2024**

Approved by: **Council**

Subsection: **Finance**

Last Review Date: **October 18, 2024**

Contact: **Finance Department**

---

## Policy Statement

The Township of The Archipelago recognizes and values the work of Community Organizations that offer programs, services, or projects not currently provided by the Township but deemed by Council to be in the community's best interest, as they enhance the quality of life for residents. Municipal grants are one way the Council shows its commitment to supporting groups that deliver valuable contributions to the community. However, mindful that funding comes from a single taxpayer base, and that the Township already provides substantial in-kind support by waiving most regular fees (including insurance) for community groups renting Township facilities, the Council acknowledges the financial limitations that restrict its ability to provide additional assistance. This policy provides criteria to establish eligibility and encourages community organizations to create long-term funding sustainability plans suitable to their initiative. The application and selection process section focuses on administrative efficiency for grant applicants, municipal staff and Council.

## Types of Municipal Grants

**Community Grant**—A Community Grant is intended to provide a modest level of financial assistance to a Community Organization which provides direct programs, services, activities, events or festivals which are not already provided by the Township and Council has deemed to be in the community's interest.

**Operating Grant**—An Operating Grant involves the Township providing a specified amount of financial assistance to a Community Organization for the purpose of a broader level of service or program, which is not already provided by the Township or another existing organization and is deemed by Council to be in the community's interest. The use of program funds must be clearly defined with a separate budget.



# Corporate Policy & Procedure

---

## Program Budget

Each year, through its consideration of the Township's annual Operating Budget, Council will determine the amount of funding which, or if any funds at all, will be allocated to the Municipal Grants Program. The implementation of the Municipal Grants Program is at the discretion of the Council of the Township of The Archipelago and the program may be cancelled at any time.

## Procedures

### Eligible Organizations

To be eligible for a municipal grant, applicants must:

- Be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- Unincorporated group with not-for-profit goals and governance structure
- Be governed by a community-based volunteer Board of Directors
- Extend services to the general public of the Township of The Archipelago
- Demonstrate fiscal responsibility and sustainability

### Ineligible Organizations

- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations with religious affiliations
- Organizations that provide grants to others
- Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights
- Requests to support individuals
- Organizations where funds collected are not spent in Canada

### Special Requests

The following donation will be considered by Council

- A one-time request by dependent of employee under the age of 22.
- The dependent is involved in a recognized Canadian organization that is involved in humanitarian work.
- A presentation to Council either prior to or after the event to explain the goals and the benefits of the program/journey.

### Project & Expense Eligibility

Eligible Projects and expenses must:

- Be accessible to everyone
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the Township of The Archipelago



# Corporate Policy & Procedure

---

- Include significant volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the well being of Township residents
- Be sustainable beyond the support of the municipal grant

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Operating, administration, or deficit reduction expenses
- Costs related to fundraising activities
- Contingency, or miscellaneous costs

## **The community grant submission must also:**

- Identify how the application supports projects/community events, equipment or activities, or programs that support, promote, educate, arts, culture, environment, heritage recreation and/or healthy living activities with the Township, for Township citizens
- Be clear that the proposal takes place within the Township, or tangibly benefits community interests
- Be clear that the applicant will not use Township funds to cover operating expenses
- Acknowledge that if successful, the applicant will not transfer the funds to any other group or organization
- To be considered each year, applicants must submit a completed new Community Grant application. Incomplete applications will not be considered.

## Application

Funding applications will be considered on an annual basis. Budget dates and submission deadlines are set each year. Any organization that is requesting funding during the annual budget process must submit a complete application by the due date. Applications that are incomplete or not submitted by the due date will not be considered. To be considered each year, applicants must submit a completed new Community application.

Application forms shall be designed to capture sufficient information about the project and expenses.

Depending on the nature and value of the requested grant, additional information may be requested after the initial application.



# Corporate Policy & Procedure

---

## Assessment & Selection Process

Projects that meet the application requirements will be reviewed by staff to determine if the eligibility requirements are met and summarize this within the draft budget documents.

It is understood that there are limited funds that Council allocates to municipal grants and not every worthwhile project can be funded. On budget deliberation day Council will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded for the upcoming year;

- Demonstrated need for the Project within the Township of The Archipelago
- Outcomes and Measures of the Project
- Community Impact and Volunteer Involvement in the Project
- Financial Feasibility of the Project
- Organizational Effectiveness and Long-term Sustainability of the Project

Council will allocate grant funding up to the amount included in the draft operating budget or approve an increase or decrease through an approved motion during budget deliberations.

Municipal Grant award decisions of Council are final and not subject to appeal.

## Funding Conditions

- Recipients will publicly acknowledge support from the Township of The Archipelago and include a current Township logo on all forms of communication related to the project.
- A grant is not to be regarded as a commitment by the Township to continue assistance in the future.
- A grant will only be used for the purpose approved by Council. The grant recipient must request approval for any proposed material changes to the project prior to implementation. If the changes result in cancellation or significant delay, the recipient will, after consultation with staff, be required to return the grant funds received that year.
- Failure to meet the reporting requirement will affect future requests for funding.

## Reporting Requirements

Successful applicants who receive funding from the program must report on how the funding was spent and the impact the funding achieved. A reporting template will be provided with the grant award.