



# MUNICIPALITY OF GREY HIGHLANDS

## Community Grant Program Guidelines and Criteria

Department of Economic and Community Development

**Coverage**

This policy applies when groups or organizations make financial requests of Council that are not accommodated through existing departmental programs.

**Purpose**

The Municipality of Grey Highlands acknowledges the efforts of our local volunteer community and believes that many services, events, or projects are best provided through the volunteer efforts of local community organizations. The Community Grant Program funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self-sufficiency. The Community Grant Program provides financial assistance to not-for-profit, volunteer community organizations to provide direct services, events or programs for the benefit of the residents and/or businesses of Grey Highlands.

This policy establishes eligibility requirements and the application process for accessing funding from the Community Grant Program. Applicants are further encouraged to pursue other opportunities for financial support.

**Scope**

This policy governs community-based grants to support initiatives that benefit the Grey Highlands community and are aligned within specified granting priorities that support the Municipality's strategic values and goals.

The amount of funding awarded will be subject to availability within the Municipality's approved annual budget.

**Goals**

The Municipality of Grey Highlands offers this opportunity in order to support the strategic priorities of the Municipality as categorized in the following streams:

- **Economic Prosperity and Innovation**  
Assisting organizations or groups develop initiatives, programs, events or activities that impact the Municipality's economy positively and that recognize advancements across the Municipality through innovation and creative thinking.
  - **Cultural Enhancement, Environment and Diversity**  
Assisting organizations or groups develop exemplary arts, culture and heritage-based capacity building projects, as well as projects that reflect the community's commitment to leaving a legacy of environmental stewardship. Project may include the advancement of knowledge, understanding and appreciation of arts, culture and the Municipality's heritage and environmental footprint.
  - **General Social Enrichment**  
Assisting registered charitable and/or other community organizations or groups that serve Municipal residents with their community events or activities. This includes organizations that support a better quality of life for all.
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## Objectives

1. To provide Municipal funds within budgetary limits to an eligible applicant(s) as defined under eligibility (below) for approved community-based activities that align with a specific granting priority.
2. To ensure that all grant related activities and projects are administered and operated in a fiscally responsible manner by well-organized, competent and properly structured organizations or groups.
3. To ensure accountability and transparency on the part of community organizations requesting and receiving approval for grant assistance, and from the Municipality in its administration of community-based grants.
4. To build and advance the self-sustainability and effectiveness of the not-for-profit sector by providing an appropriate level of support that strengthens the capacity of community organizations to deliver programs and services to the local community.
5. To encourage partnerships, collaboration and goodwill across the Municipality and to help build relationships and support enhanced collective impact across all communities in Grey Highlands.

## Funding Categories

Organizations may choose one category per application form and may submit more than one application per year for separate funding requests.

- **Category #1 | Continuing Support for *Significant Community Undertakings***

The Municipality of Grey Highlands recognizes that there are number of ongoing/recurring community undertakings that have an important role in the cultural fabric of the Municipality. These undertakings will be declared *Significant Community Undertakings* and will be identified within this Policy.

Identified *Significant Community Undertakings* will **not** be required to submit an application to the Community Grant Program, but rather support will be provided as a budget line item in the annual Municipality of Grey Highlands corporate budget, and these allocations will be reviewed and approved during the budget process.

Each year the Financial Assistance Program committee will review and identify *Significant Community Undertakings* for the upcoming fiscal year, prior to the annual budget review process. Declared *Significant Community Undertakings* are subject to change, at the discretion of Council and subject to allocations made within the Municipality's approved annual budget.

*Significant Community Undertakings* will be required to report annually on the outcomes of their initiative, under the same reporting criteria as all Community Grant Program recipients.

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- **Category #2 | Project Based/One-time Support**  
This category of funding may be awarded to organizations for the purpose of a specific and measurable project or program. Priority will be given to organizations that maintain a historical and community link to the Municipality of Grey Highlands, and whose project or program supports the goals of this Program.
- **Category #3 | Event Funding Support & Municipal Resource Support**  
Grants given to groups for the purposes of hosting a public event that is deemed to be of value to the community at large, that supports the goals of this Program, and that has not been deemed a *Significant Community Undertaking* by Council.

Grants may also be given to groups to access Municipally owned indoor/outdoor facilities to further support group activities and/or public events. Activities must be unique and not duplicate what the Municipality is currently offering. Groups are not required to have formal executive boards and do not have to be incorporated.

Groups may apply for in-kind contributions and funds for activity support.

All events that receive support through the Community Grant Program must meet the following requirements within 60 days of the event date or funding/support will be revoked:

- Facility contracts must be completed and signed;
- The Municipality's insurance requirements must be met;
- Confirmation of required building permits (for tents and other temporary structures); road closure submissions; special occasion permits;
- Any fees not covered by the grant must be paid in full, including damage deposits for facility rentals.

## Principles

- To evaluate each application or request on its own merit and ensure that all applications and/or requests are evaluated fairly and equitably utilizing criteria-based assessments.
  - Community grants issued by the Municipality are designed to be supplemental to the overall requirements necessary to carry out a project for which an applicant is seeking grant assistance. Community-based grants should not be considered a primary source of assistance for a project or initiative.
  - Approved grants can only be used for a project or initiative that is open and accessible to all community members and satisfies all requirements of the Ontario Human Rights Code and/or the Charter of Rights and Freedoms.
  - Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional upon approval of the annual operating budget by Council. Council reserves the right to cancel or alter the Community Grant Program policy as needed.
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- The Municipality reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount of funding or type of grants already awarded to the same community organization.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Applicants may be required to demonstrate that they have fully explored alternate and/or other funding sources such as private donors and federal and provincial grant programs.
- Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project under grant consideration from the Municipality in their application.

### **Eligibility**

- Applicants must demonstrate how their undertaking supports the strategic priorities of the Municipality.
  - Eligible applicants include not-for-profit corporations, non-profit organizations or groups, a registered charity, or volunteer groups. Eligibility requirements are subject to change without notice at the discretion of Council.
  - Eligible applicants must be in compliance with all conditions and requirements contained in the Ontario Human Rights Code and the Charter of Rights and Freedoms.
  - Eligible applicants must be located in Grey Highlands and/or must serve Grey Highlands as part of their catchment area. Eligible applicants that can demonstrate evidence of a specific Grey Highlands based project where the majority of participants are Grey Highlands residents may also be considered for a grant.
  - Eligible applicants must be able to demonstrate financial need and how denial of grant assistance would impact their ability to carry out the project or initiative for which they are seeking grant assistance from the Municipality.
  - Individuals endeavouring to undertake a community project may apply for funding under this program but must provide proof of support from an existing community group or organization.
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## **Ineligibility**

- Any project, organization or group as determined by the Municipality that falls under the scope or jurisdiction of another municipality, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization.
  - Any project located or being held outside Grey Highlands unless otherwise approved by Council.
  - Funding or projects to raise money for core operating expenses, paying for accumulated deficits, debt, payroll.
  - Projects that direct financial grants to a third party and/or any other activity that does not uphold the Municipality's strategic values or align with its strategic goals represented in the funding streams.
  - Benefit events for individuals or for-profit companies will be excluded unless there is proof of a charitable organization number.
  - Travel and accommodation expenses for an organization's members or for a third-party to participate in a Grey Highlands based project.
  - Any special event related insurance coverage will not be funded under the Community Grant Program.
  - For-profit entities, individuals and commercial ventures or other individual specific projects, including individual athletic competitions.
  - Groups or organizations affiliated with any political party or political event.
  - Groups or organizations applying for funding for undertakings that are not open to the general public (i.e. member only events).
  - Events of a religious nature. (Note: religious groups hosting events or activities for the community that are non-denominational in nature are eligible for funding support.)
  - Organizations in poor financial standing with the Municipality of Grey Highlands or in litigation with the Municipality.
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## **Process**

- Requests for financial support consideration are submitted through the Community Grant Program application found on the Municipality's corporate website.
- There will be two annual intakes for funding:
  - the initial application deadline is October 30<sup>th</sup> of each year;
  - the second intake deadline is April 30<sup>th</sup> of each year and will be subject to Community Grant Program funding still being available after the first intake of applications.
- Completed application forms are to be directed to the Municipal Clerk on or before the established deadlines for consideration.
- Applications must be completed in full to be considered.
- Following the application deadline, accurately submitted applications will be assessed and evaluated by the Financial Assistance Program committee. Recommendations from the Financial Assistance Program committee will be forwarded to Council for review and approval.
- Both successful and unsuccessful applicants will be notified.
- Applications are solicited on a biannual basis. Unsuccessful or incomplete applications will not automatically be considered for future intakes, but rather must be re-submitted for consideration.

## **Evaluation**

- Request for community grants will be considered on the merit of the application, relevance to the Municipality's strategic priorities and annual budget consideration.
- Requests are assessed in terms of the need for the project or initiative, financial viability, cost effectiveness and achievable goals.
- Council will make the final decision on all grants.

## **Recognition**

- Organization or groups receiving financial support must acknowledge the Municipality's contribution on any promotional material, where appropriate.
  - The Municipality's logo must appear in printed and online promotional material.
  - Prior approval by the Municipality on proper logo placement and usage is required.
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## **Accountability**

- Those approved for a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives and goals.
  - The funds awarded are not transferable between projects, organizations or groups. The awarded funds must be used for the specific purpose outlined.
  - If the project, initiative or event does not go forward, the grant must be returned to the Municipality.
  - All funding recipients, including those receiving *Significant Community Undertakings* support, are required to submit a project report that evaluates how the funding provided was utilized and how it contributed to the overall goals and objectives of the organization.
  - Final reports must be submitted within 30 days of the completion of the event or undertaking. These reports will be used by the Municipality when determine funding support in subsequent years.
  - Failure to submit a final report will result in disqualification from the Community Grant Program for the subsequent funding year.
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