

Policy No.:

Section: Your Government and People

Policy Title: Community Investment Grants

Adopted Date:

By-law No.: [Insert the By-law No. that was used to adopt the policy]

Revision Date:

1. Purpose

The Community Investment Grants Policy provides the framework for administering the Community Investment Grant which is a program that provides financial assistance to local non-profit organizations which will have a positive impact on the quality of life in the community through the provision of beneficial programs and services to residents. The funds shall be distributed in an open, fair, and accountable process that is in the best benefit of the community.

2. Scope

This policy applies to all organizations applying for a grant, municipal staff, and Members of Council.

3. Definitions

Municipality means The Corporation of the Municipality of Kincardine.

Project means any program, project, event, service, or activity for which a Community Investment Grant has been submitted.

4. Responsibility

The policy shall be administered by Corporate Services. Minor clarifications to this policy's intent and workings shall be subject to the interpretation of the Clerk of the Municipality of Kincardine. Legislative Services is authorized to make minor adjustments to the application attached hereto as Schedule 'A' and forming part of the policy.

5. Procedure/ Policy

Council shall, annually, determine the amount of funds to be allocated to the Community Investment Grant Program through the budget process.

It is intended that Community Investment Grants are for the benefit of the community and projects where funds are distributed outside the Municipality may not be eligible.

The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their events or particular needs.

The program shall provide a modest level of assistance to non-profit organizations in a fair and equitable manner. It is not the intent of this program to provide sustainable funding or to create long-term financial dependency. Applicants are eligible to apply for up to \$5,000.

Grants are intended to be supplementary to main sources of funding for organizations. The organization must show exploration of other financial support and options (i.e. fundraising and volunteer support).

The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue to provide such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current fiscal year.

Only one application per year will be permitted per organization. The funding amount requested per group and the maximum amount granted must not exceed \$5,000. Incomplete applicants will not be accepted. The incomplete application will be returned to the applicant, with an explanation of the deficiencies, who may re-submit.

Grants must be used within one-year (365) days from issuance funding. If the project fails to proceed, the funds must be returned to the Municipality. If the project is delayed, the organization must provide a letter of explanation to the Municipality regarding the nature of the delay, the proposed new schedule and a copy of a bank statement which indicates that the funds are being retained by the organization.

Further, if approved funds are not spent on the project as described, the funds must be repaid back to the Municipality. If the funds spent are less than the funds granted for the project, the remaining funds must be returned to the Municipality.

Late applications will not be considered. Requests for support of new projects by new applicants only may be considered outside of the standard intake process. Applicants must submit an application for review to the Evaluation Team who will make recommendations to Council.

No request for a Community Investment Grant or funding for any project that would fall under the Community Investment Grant shall be scheduled as a delegation to Council.

The applications will be reviewed and assessed by the Community Investment Grants Evaluation Team comprised of the Manager of Legislative Services/

Clerk, the Director of Corporate Services/Treasurer and three members of Council.

Applications will be assessed in terms of the need for the project, alignment with the Municipality's Integrated Strategy, cost effectiveness, financial viability, contribution to the quality of life and sustainability in the community, community involvement/response, cooperative cost-sharing projects, past demonstrated fiscal responsibility of the applicant, in-kind support from the Municipality (municipal staff support, loan of equipment, etc.).

The Evaluation Team shall make recommendations to Council concerning funding approval. The final decision regarding approval of funding applications remains with Council.

Eligibility Criteria

To be eligible for a grant, the applicant must:

- Be a non-profit community group or organization – individuals, for-profit organizations, political parties, and government agencies are not eligible;
- Be based in the Municipality of Kincardine or provide services to the residents of the Municipality;
- Demonstrate active fund-raising efforts and/or volunteer support for the project – municipal funding is not to be considered sustainable funding for the organization;
- Comply with the reporting requirements from any previous municipal grants;
- Be in good standing with all Municipal accounts.

Ineligible Activities

The following are not eligible for funding:

- Flow through funding (where the intent is to directly re-distribute the same funds to others);
- Deficit funding or retroactive funding (for past shortfalls);
- Debt retirement or depreciation costs;
- Duplication of funding received from another source where total funding would exceed costs.

Application Requirements

Applications must:

- Be submitted on the prescribed form attached hereto as Schedule "A";
- Include a project budget (proposed expenses and other revenues);

- Provide complete information concerning the project's objectives, services provided, operating costs, financing details and an explanation of reasons for the funding need;
- Be submitted by the organization to the Municipality by the due date established by Legislative Services.

The application intake process will take place in November with staff to determine actual deadlines based on budgetary requirements. It will be no less than 30 days after notice of the application intake is posted on the Municipality's website.

Minor Sports

Minor sports will receive funding based on a 60/40 formula, with 60% attributed to facility costs incurred by the minor sports group, and 40% attributed to enrollment numbers. No group shall receive more than 50% of the total funding allotment allocated to minor sports. Any excess funds will be redistributed among the other minor sport organizations.

Accountability

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program are not transferable between projects or organizations without prior Council approval and must be used for the specific purposes outlined.

An Accountability Statement must be completed and submitted within 60 days of the completion of the project/grant being used. The statement shall provide a description of the completed project; a financial statement for the event listing all expenditures and revenues pertaining to the event/project; the use of the grant funds and an explanation of how the Municipality's contribution to the project has been recognized.

The Statement shall be signed by an authorized representative of the organization.

Additional financial reports from applicants may be requested at the Municipality's discretion.

Municipal Recognition

Recipients of Community Investment Grants, including in-kind support, shall acknowledge municipal support in media coverage and in printed materials with logos supplied by the Municipality.

6. Related Documents/Legislation

Community Investment Grant Application Form

Community Investment Grant Accountability Statement Form

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