



## Policy Manual

Section:	Corporate - Council
Subject:	<b>Municipal Grants</b>
Policy Number:	002
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Approved By:	Council Resolution R09-07-226
Prepared By:	Director of Corporate Services

### 1.0 Objective

The Town of Essex recognizes the valuable contributions made by community organizations and agencies to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Town is committed to providing assistance to such organizations through its municipal grant program, “Essex Community Partnership Fund”.

The Essex Community Partnership Fund (“Essex CPF”) provides funding on an annual basis through the operating budget and allocates such funding to qualifying organizations through an annual application process.

### 2.0 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 Essex CPF;
- 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.

### **3.0 Eligible Organizations**

Only those organizations that meet all of the following criteria will be considered for a grant under the Essex CPF—

- 1) Only the following organizations will be considered for funding under the Essex CPF—
  - i. Registered charitable organizations
  - ii. Registered not-for-profit organizations
  - iii. Volunteer groups

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 4.0, “Funding Categories”—
- 3) Organizations must provide services that directly benefit the general public within the municipal boundaries of the Town of Essex and make their services available to the general public without discrimination;
- 4) Organizations must be located in the Town of Essex or provide evidence of a project specific to the Town of Essex, with the majority of participants being from the Town of Essex; 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 not in the Town of Essex will not be considered for funding under the Essex CPF.

### **4.0 Funding Categories**

Applications which fall into one of the following funding categories will be considered for funding under the Essex CPF.

- i. 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 Essex.

ii. Seniors or Youth

Activities directed towards the youth or senior population primarily within the Town of Essex. Includes Youth/Senior Centres offering activities and programming for youth and seniors whose primary membership (minimum of 75%) is residents of the Town of Essex. Activities and programming offered within this funding category must not duplicate activities and programming offered by the Town of Essex. The Town of Essex will only recognize one senior or one youth group in each community (R05-04-152).

iii. 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.

iv. 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 (R05-04-157) 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 non-local causes will not be waived (R05-04-158/R05-04-159).

v. Community Beautification & Protection/Preservation of the Environment

Includes projects which serve to enhance or beautify the municipality or preserve and protect the environment.

vi. Disaster Relief

Appeals for disaster relief by other municipalities within Essex County or the Province of Ontario solely at the discretion of Council.

vii. Purchase of Advertising in Event Program Booklets/Yearbooks

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 Essex (R05-04-155). Purchase of advertising in the annual yearbooks of the Harrow District High School and the Essex District High School.

## 5.0 Types of Funding

The following generally describes the types of funding provided under the Essex CPF—

i. Grants

Cash grants provided by the Town of Essex to assist with an organization's operating expenditures up to a maximum of 50% 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.

ii. In-Kind Assistance

In-kind assistance provided by the Town of Essex includes the following—

- a) work performed for the organization by Town of Essex employees while employed by the Town (for example—snow removal, grass cutting)
- 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

iii. Waiver of Fees

Waiver of all or a portion of the fees normally charged for the use of space in a municipal facility.

iv. Purchase of Advertising

The purchase of advertising in an event or program booklet as set out in Section 4.0 vii) above up to a maximum value of \$50 for a business card size advertisement.

Advertising in yearbooks of for Essex District High School and Harrow District High School will be purchased annually up to a maximum of \$200 per year for each school.

## 6.0 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 8.0, “Application for Funding under the Essex CPF”.

## 7.0 Benefit to Residents of the Town of Essex

All applicants under the Essex CPF 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 Essex.

## 8.0 Application for Funding Under the Essex Community Partnership Fund

All organizations requesting funding under the Essex Community Partnership Fund must submit an application using the Town’s “Application for Funding under the Essex Community Partnership 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 of September 30<sup>th</sup>**.

- Social or Community Services
- Seniors or Youth

- Historical or Cultural Events or Organizations
- Community Beautification & Protection/Preservation of the Environment

Applications for all other requests for funding including, advertisements in program booklets and yearbooks, 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 Essex, through the Essex CPF, 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.

## **9.0 Processing of Applications**

Applicants submitting an application for operating grants, capital grants and in-kind grants for the September 30th deadline will be advised of the status of their grant application by no later than November 30 of any given year.

All other applications submitted throughout the year will be reviewed by Council or the Finance Committee for the Town of Essex 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 Essex Community Partnership Fund.

The granting of assistance in any year is not to be regarded as a commitment by the Town of Essex to continue assistance in future years.

# 10.0 Processing 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.

# 11.0 Repayment of Grants

Grant recipients shall repay the whole or any part of the grant as determined by the Town of Essex 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 Essex
- 6) Breaches any other terms or conditions of the Essex CPF
- 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 Essex and must be repaid by the recipient upon request. It is recognized that organizations that receive grant funding may have a yearend that is different from the Town’s fiscal year end and the determination funding use will be assessed based on the grant recipient’s yearend.

# 12.0 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.

## **13.0 Annual Budget for Essex Community Partnership Fund**

The total value of grants provided through the Essex Community Partnership Fund will be limited to annual budget allocations approved by Council. Commencing with the 2010 operating budget, grant monies for the Essex Community Partnership Fund will be determined based on the following formula

- 1) Total Revenue from Property Taxation
- 2) Less: Urban Area Levy
- 3) Less: Rural Area Levy
- 4) Equals Total Base Property Taxation
- 5) Percentage Allocation to Essex CPF – 1.3%
- 6) Equals Allocation to Essex CPF (4 above multiplied by 1.3%)

The unused portion of any monies budgeted in a given year for the Essex CPF will be transferred to reserve at the end of the year and used for grant requests in future years.