

COUNCIL POLICY

Community Grant Policy

COUNCIL REPORT NUMBER: CR-2023-380

By-law #66-23

APPROVED BY COUNCIL: December 18, 2023

1. Policy Statement

The Scugog Community Grant is based on approved funding by the Township of Scugog's Council during the annual budget deliberations. The program is intended to assist non-profit community-based organizations or individuals that provide programs, services or special projects/events in the Scugog area.

2. Policy Purpose

The Township recognizes that many programs, services, and projects are provided through the volunteer efforts of community organizations. The Community Grant Funding demonstrates Councils' commitment to working with these not-for-profit volunteer community groups, organizations, and/or individuals to provide beneficial programs and services to the community.

This policy establishes eligibility criteria, identifies the type of funding available, and outlines application and monitoring requirements.

3. Eligibility

The following may be considered for a Community Grant:

- Individuals who are residents of the Township of Scugog;
- Not-for-profit community groups or organizations initiating or delivering programs and services to the citizens of Scugog;
- Have not already received a grant or donation related to this event from Council or the Grants Committee within the 1st to 4th quarter timeframe;
- Events of Municipal, Provincial or National significance, which could be expected to bring economic, and/or public relations benefit to the Township of Scugog;
- Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

Waived Fees

- The Township of Scugog will not waive fees for facility rentals or any fees that are outlined on the fees & charges annual by-law;
- Any group, organization or individual meeting the eligibility criteria of this policy, may submit a grant application for the cost of the rental or fee (up to the maximum outlined below) and will be reviewed by the Grants Committee on a case-by-case basis.

In order to maximize the funding available and to support and encourage as many organizations, individuals and groups as possible, the following annual limitations will apply:

- Maximum grant available is **\$500.00** per organization, group or individual for a one-day event;
- Maximum grant available is **\$1,000.00** per organization, group or individual for a multi-day event.

4. Purpose of Grant

Grants may be provided to eligible applicants, as defined above, for:

- General operating and program-related expenses, but excluding capital expenses;
- Programs/Activities/Functions generally occurring within the Municipal boundaries of the Township of Scugog; and
- Programs/Activities/Functions addressing a Scugog community need, responding to an under-serviced demand, or contributing to the positive image of the Municipality.

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The Grant Program is **not** intended to provide funding for the following:

- To be relied on year after year to offset base operating expenses
- For events that have already occurred nor as a replacement of other funding sources;
- To coalitions such as ratepayers or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
- Events or programs that are by invitation only or restricted to members/students/residents only and do not serve the community as a whole;
- To organizations aligned with any political party, or to support programs or services which are political in nature;
- To support programs or services which are operated under the authority of another level of government, such as social services, however, requests of this nature will be considered if there is an identifiable benefit to the community that the Township of Scugog is encouraging and supporting;
- To fund a for-profit business event or a free (or minimal cost) event which in turn could be construed as “marketing” for a business;
- For debt retirement;
- To an applicant that has an overdue amount owing to the Township;
- To provide funding for any insurance expenses incurred by an individual or organization – unless specific to the event itself;
- To provide funding to finance any Township facilities operating and/or capital expenditures;
- To provide funding to any organization seeking funds to offset the Grant Writing Fees and Charges;
- To provide additional funding for any organization seeking a Grant/Donation directly from Council; or
- Have previously received a grant and have not fulfilled the reporting portion of the policy.

5. Application Requirements

- Accessible fillable application forms are available online at www.scugog.ca under Community Grants. Applicants may contact the Corporate Services department if further accessibility assistance is required.
- Each applicant seeking a Community Grant will be required to complete the application form in full and submit for review to the Community Grant Committee based upon the following timetable:
 - 1st Quarter - events occurring between the months of January to March, the application must be submitted by December 15th of the previous year;
 - 2nd Quarter - events occurring between the months of April to June, the application must be submitted by March 15th;
 - 3rd Quarter - events occurring between the months of July to September, the application must be submitted by June 15th; and
 - 4th Quarter - events occurring between the months of October to December, the application must be submitted by September 15th.
- Any late submissions received outside of the above noted timetable will not be considered;
- Meetings of the Community Grant Committee may occur outside of the timetable outlined above and will be held (if necessary) at the call of the Committee Chair and will be posted on the Township's website, Community Grants page;
- Each applicant must demonstrate that there is community support for the programs or services; and
- The activities or services proposed should be extended to all members of the general public (where possible) in the Township of Scugog and should not exclude anyone by reason of race, religion or ethnic background, nor persons with disabilities.

6. Limitations

- The total annual grant funding will be set by the annual budget and approved by Council;
- During an election year, applications that meet the criteria of this policy will be reviewed by staff and a recommendation will be forwarded directly to Council until a grants committee is established by Council and the allotment of funds are set; and
- This policy can be reviewed annually in conjunction with the annual budgetary process. Such a review will ensure that concerns or priorities of the Council of the Township of Scugog are incorporated, when identified.

7. Review Process

- All grant applications will be received by staff during the online application process (unless accessibility provisions required);
- Incomplete applications forms will not be considered – however the applicant will be contacted if applications are missing details, and the applicant will be given an opportunity to supply the detail required;
- Staff will work with the Chair and may not bring forward applications if it is determined that they do not meet the requirements stated in the policy;
- The applicant will be notified if their application does not meet the policy requirements;
- Applications being considered by the Community Grants Committee will be notified in advance of the next scheduled committee meeting;
- If the applicant does not receive a confirmation email, it is the responsibility of the applicant to contact the Corporate Services department by emailing mail@scugog.ca or by calling 905-985-7346;
- The granting of funds in any year, is not to be considered as a commitment grant in future years;
- The Community Grants Committee has been given Delegated Authority from Council and the decisions made by the Committee are final; and
- This policy can be reviewed annually in conjunction with the annual budgetary process. Such a review will ensure that concerns or priorities of the Council of the Township of Scugog are incorporated, when identified.

8. Reporting

- Grant recipients will be required to acknowledge the support of the Township of Scugog in all advertising, publicity, programs, and signage for which funds are granted. The recipient may not represent the Township as a partner or hold the Township responsible for any obligations relating to the grant initiative;
- All grant recipients must complete and submit the grant summary report that is attached to this policy (Schedule A) to the Corporate Services department within one (1) month from the date of the event;
- The summary will include how the grant funds were used, details of the event itself and proof of expenses;
- Failure to provide the summary report and/or proof of expenses may result in potential ineligibility for future grants, this decision will be made at the discretion of the Director of Finance;

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- Applicants can submit the summary by using the email provided on the form or on the township website www.scugog.ca under Community Grants;
- Applicants may contact the Corporate Services department if further accessibility assistance is required; and
- Staff will prepare a report for Council annually outlining the total grant requests received, the grants that were approved (and the amounts awarded) as well as an explanation for the applications that were denied by the Grants Committee.

9. Cancellations and Postponed Events

- Council relies on its grant recipients to make sound decisions about their funded activities;
- If the event or program is cancelled or postponed, the grant recipient is required to contact the Grants Committee Coordinator to discuss the details of the use of the grant funds; and
- Certain expenses related to cancellation or postponement of events may be considered eligible or funding may be reallocated to a similar initiative.

Date:

I _____ have read, understood, and agree to the terms and conditions noted within this policy.



Grant Summary

As per the policy requirements, awarded applicants are required to submit the summary sheet (Schedule A) to the Corporate Services Department within one (1) month from the date of the event. Failure to provide the summary report and/or proof of expenses may result in potential ineligibility for future grants, this decision will be made at the discretion of the Director of Finance. Applicants can submit the summary by using the email provided on this form or on the Township website www.scugog.ca.

Applicants may contact the Corporate Services department if further accessibility assistance is required Email: mail@scugog.ca

Office Use Only	Date Summary was received:
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Name of Event:	
Date of Event:	
Purpose of Event: (include event details/history)	
Fun Fact: (highlights from the event – success stories/challenges)	
Did the event meet your expectations?	
Awarded Amount: (\$500.00 or \$1,000.00)	
Breakdown of Funds (How were the funds allocated – facility rental etc.)	
Gross Proceeds:	
Total Expenses:	