



SUBJECT: Grants To Community Organizations

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| ISSUED: | REVISED: | REVISION NO: | POLICY #: |
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Date of Council Approval: November 30th, 2009

POLICY STATEMENT:

Funding may be provided to assist community organizations to deliver programs and services and to complete special projects, through the Grants To Community Organizations program.

POLICY PURPOSE:

The Township of Tiny recognizes that many programs, services and projects are best provided through the volunteer efforts of community organizations and that, ideally, those organizations would operate as self-sufficient units. Grants To Community Organizations demonstrates Council's commitment to working with organizations which provide beneficial programs, services or projects to the community. As part of the grant program, organizations will be encouraged to work toward decreasing reliance on municipal funding.

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

SCOPE:

This policy and procedure relates to all community organizations operating in the Township of Tiny.

Municipal grants are available to Township of Tiny based, non-profit volunteer community organizations which exist for the purpose of providing municipally-related programs, services or projects specifically for the residents of the Township of Tiny.

Community organizations requesting funding for a purpose which meets the criteria of a funding opportunity offered by another level of government will be referred to that funding source.

LIMITATIONS:

Funding through this grant program is limited in each calendar year. Operational and One Time Special Project funding must be spent in the calendar year of approval.

No community organization will receive a grant during the first year of its operation.

ELIGIBILITY:

Community organizations must have a constitution and by-laws, or, if a new community organization, operating guidelines which reflect that:

- There is an elected board of directors or executive of not less than three members and a general membership.
- Financial records are maintained in accordance with Canadian Generally Accepted Accounting Principles and annual reporting completed by a professional auditor accountant.
- Membership is defined and determined by a set process.
- All members are entitled to a vote, either directly or through an adult representative.



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| | | | |
|---------|----------|--------------|-----------|
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|---------|----------|--------------|-----------|

- Membership is available to all Township of Tiny residents on a first-come first-served basis without restriction, unless the restriction is allowed pursuant to the Ontario Human Rights Act.
- An annual general meeting is held at which a board or executive members are elected from the general membership through a democratic election process.
- The community organization will dispose of any assets in its possession at the time of its dissolution in a responsible manner and as required by law.
- Commercial General Liability (CGL) Insurance including premises and all operations of not less than \$2,000,000 inclusive per occurrence for third party Bodily Injury and Property Damage by an insurance company authorized by law to carry on business in the Province of Ontario.

TYPES OF FUNDING:

Three categories of funding are available: operating funding; one time special project funding; and leadership training.

Operating Funding: available to assist with general operating expenses of a community organization, including administrative and program-related expenses, and is limited to 80% of a community organization's total operating expenses (grants transferred from the Township to the community organization will not be included in the community organization's operating expense total). Township staff will continue to work with community organizations to decrease their dependency on Township funding.

One Time Special Project Funding: available to assist community organizations with specific one-time projects to be carried out in the year in which the grant is awarded. The definitions of events outlined in the Special Events Policy will be considered during the grant application process. This type of funding could include such things as equipment and supplies.

- Special Projects: will be considered as one time expenditures on things like: community fairs; community celebrations; community organization sponsored picnics, concerts, provincial/national sport tournaments; National Statutory celebrations; etc.

Leadership Training: assistance for instructional sessions including seminars, coaching and training clinics for *volunteer coaches, referees, umpires*. Applicants must demonstrate that training will be utilized to benefit the Township of Tiny and may be granted for: 100% of registration costs to a maximum of \$50.00 per occurrence; levels 1,2,3 of the National Coaching Certification Program or its equivalent; recertification of the same training in year of expiry.

CRITERIA

Township residency requirements:

- Grants will be made to Township of Tiny community organizations comprised of: individuals who reside permanently in the Township; and students who reside in the Township at least 8 months during the calendar year and are registered in a post educational institution.
- A minimum of 85% of eligible organization's membership must reside in the Township.



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- Exceptions: a community organization that draws on membership from the Towns of Midland and Penetanguishene, and Townships of Springwater and Tay in order to build or sustain their membership but does not exclude Township residents; and membership restrictions based on skill level, facility limitations or age may be permitted however membership is not closed to Township residents if non-residents make up any portion of the membership.

Grants will be granted if the applicant can demonstrate:

- Community support for the program and/or service.
- A need for financial assistance.
- Funding is not available from other sources.

Applicants must demonstrate its commitment to the following:

- Collaboration – community organizations working with each other, with other residents, public/private organizations. Must demonstrate at least two of the following:
 - Information, expertise, resources shared on a regular basis.
 - Program/service coordinated with those offered by other organizations.
 - Other funding partners are developed.
- Accessibility – encouraging participation of all residents, fees are appropriate, and program/service is convenient to access. Must demonstrate at a minimum the following:
 - Adherence to the Human Rights Code.
 - Available to the general public.
 - Fees are appropriate for program/service.
 - Program/service in accordance with community standards for this type of service.
- Effectiveness – when impacts of program/service outcomes can be identified and measured and are consistent with the organization’s mandate and positive for community. Must demonstrate at a minimum the following:
 - Clearly stated mandate, mission, objectives and that programs/service are consistent with the mandate.
 - Regularly review program/service to ensure continuing relevance to the community.
 - Maintain data on participants to plan program/service.
 - Operating in a cost effective manner.
 - Deliver programs on a self sufficient basis.
- Accountability – when the community organization exhibits sound financial and management practices and responds to the changing needs of the community. Must demonstrate at a minimum the following:
 - Follow democratic governance practices and answerable to membership and public.
 - Independent volunteer board of directors.
 - Financial need is justified based on community organization’s impact on the community and ability to generate financial support from the community.



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| | | | |
|---------|----------|--------------|-----------|
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|---------|----------|--------------|-----------|

- Full disclosure of reserve funds and assets and how funds, particularly a municipal grant are/will be spent.
- Operates within an established business plan and/or budget process.
- Active pursuance of alternative sources of funding.
- Provision of financial statements as required.
- Clear process of how results of grant funding under this policy will be measured.

PROCEDURES:

Operating Funding and One Time Special Project Funding:

Community organizations must submit a request to the Recreation Department which at a minimum must include:

- A description of programs and services and how these benefit the Township of Tiny. In the case of Special One Time Special Projects, additional information is required including a detailed description of the community need, components of the project, expected levels of use etc.
- Evidence that establishes eligibility in terms of the Criteria outlined in this policy.
- A description of how the community organization intends to measure the success of the program/service and/or One Time Special Project.
- Specific financial information related to the community organization’s expenses, revenue and assets is to be included. In kind donations dollar values should not be included in the community organization’s financial information, rather highlighted as a separate revenue source in application description.
- Attach to the application:
 - Statement of the community organization’s goals and objectives, constitution and bylaws or in the case of a new community organization operating guidelines.
 - Names, addresses, telephone numbers of all members of the Board of Directors.
 - Minutes of the Board/Executive meeting at which the application was approved.
 - Financial information including:
 - Budget for upcoming year.
 - Financial statement for the previous year (for grants in excess of \$20,000 the statement must have been reviewed by a professional auditor accountant).
 - Year to date financial statement.
 - Statement disclosing all assets and reserve funds and any anticipated year end forecast.
 - A funding forecast over the next two years. This forecast is to include business plans (if available) revenue and expense projections to illustrate how the community organization intends to continue to be financially viable.
 - Other sources and the amount of expected grant funding.

Leadership Training:

- Applicants will be considered on a first come, first served basis and be directly related to the level of budget funding available in any given year.



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- Applicant must submit an Application For Leadership Training Assistance (Appendix A to this policy) to the Recreation Department within two weeks of successful completion of the training event, accompanied with copies of completion certificate and official receipt.
- Upon approval, grants will be provided in one lump sum payment for an organization requesting funding for multiple participants recipients.

APPROVALS

Requests will be reviewed by the Recreation Department to determine if the community organization is eligible (additional consultation with the community organization will be initiated if additional information is required). If the community organization is eligible, the Recreation Department will forward the request to Township Council for review and approval. Applicants may make a deputation to Township Council regarding the staff recommendation.

The community organization will be advised in writing of Council’s decision and if approved, funding will be promptly distributed to the community organization.

If a community organization receives funding and subsequently disbands, assets must be disposed of in a responsible manner that meets with the approval of the Township.

If Council does not approve the request, proponents may appeal the decision by requesting a further deputation to a regularly scheduled Council meeting. Following deliberation on the appeal presentation, Council’s decision will be final, with no further appeals permitted.

PAYMENT

Community organizations receiving grants of less than \$20,000 will receive a cheque for the total amount awarded within one month following approval unless other specific recommendations are determined by Council. Unless otherwise recommended by Council, applicants eligible for a grant of over \$20,000 will receive seventy five percent of the total amount approved within one month following approval. Twenty five percent will be held back until the community organization has provided audited financial statements to verify that the monies expended were spent according to Council’s intent.

Council reserves the right to adjust the progress and final payment schedule in the event that unexpected budget cuts are required subsequent to the approval.

MONITORING

Grants may not be used for purposes other than the purposes approved by Council. If the grant is used for a purpose other than that approved by Council, the grant must be repaid.

Community organizations may be required to return any portion of a grant not expended in the term approved.

Reconciliation of expenditures must be completed by the community organization for each grant awarded. This is to include: financial statements and where appropriate receipts verifying that the funds were expended according to Council resolution and information contained in the approved application. This information must be approved by the community organization’s Board of Directors.



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Community organizations will submit to the Recreation Department by December 15th of the year in which the grant was awarded, verification that how the impact of funding (as outlined in the Accountability Criteria) was achieved. Failure to submit this information will jeopardize the community organization’s ability to obtain future funding.

The Recreation Department will prepare an annual Grants report and present to Council during budget deliberations outlining any grants that were not expended according to Council’s direction.

RELATED DOCUMENTATION:

Sources of Information: City of Mississauga, Town of Port Hope, Township of Tay, Town of Ajax, City of Niagara Falls, Town of Halton Hills.

