

**The Corporation of the Township of Centre Wellington**


**By-law 2023-11**

A By-law to Adopt the Community Impact Grant Policy

**Now Therefore the Council of the Corporation of the Township of Centre Wellington hereby enacts as follows:**

1. The Policy provides the grant categories and funding allocation, applicant qualification, application process, conditions of the funding, requests for emergency & disaster relief funding and requests for subsidized Township Parks and Recreation facility rentals from Township tax dollars, attached as Schedule "A" is hereby adopted.
2. This By-law shall come into force and take effect upon its final passing.

**Read a first, second and third time and finally passed** this 30<sup>th</sup> day of January, 2023.

  
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Mayor – Shawn Watters

  
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Clerk – Kerri O'Kane

## Schedule A

### By-law 2023-11

#### Community Impact Grant Policy

#### **1.0 GRANT CATEGORIES AND FUNDING ALLOCATION**

Funding for these grant stream opportunities comes from a combination of Township tax dollars as well as funding from Ontario Lottery and Gaming Corporation (OLG). Consideration of grant applications will be made under the following streams:

*Annual Specific:*

The intent of the program is to provide financial assistance to enhance the quality of life in the Township of Centre Wellington by fostering, strengthening and stimulating wider community appreciation and participation in the community. This funding is awarded automatically annually once the organization is approved by Council as an Annual Specific Grant recipient for a specific initiative. In place of an application, recipients are required to submit a letter of intention restating the initiative and funding requested. A post-event or post-program letter to review the success of the initiative, is also required. The maximum limit for this type of grant is \$5,000 and will be adjusted annually by the Ontario Consumer Price Index starting in 2024. Annual adjustments by the Ontario Consumer Price Index will be based on the index for December of the previous year, for example, grant requests for 2024 will be considered in Fall 2023 and will be adjusted based on the December 2022 Ontario Consumer Price Index.

*Community Impact – Capital Projects:*

Capital stream requests will improve the infrastructure that organizations need to thrive. Whether it's purchasing equipment, building a new space, or completing renovations, retrofits or repairs, Capital grants support projects that will have a positive impact for the community. The Township supports projects that improve access to community spaces, facilities, programs, activities and services, and facilitate community members' full participation in the life of the community; improve and build community spaces; make programs and services better and more efficient; and make better use of technology.

*Community Impact – Projects and Programming:*

Support community-based organizations that deliver programs and services in Centre Wellington and need funding to build capacity, resilience and sustainability. A request to this stream can be for a project or programming already making a proven impact in the community but funds are required to grow and develop it as the need has changed or grown. The request can also be for a new idea that has been identified to fill a gap in the community and seed money is required to initiate or pilot an innovative approach.

#### **2.0 APPLICANT QUALIFICATION**

Applicants for both "Community Impact – Capital Grants" and "Community Impact – Projects and Programming" streams must meet the following qualifications:

2.1 Eligible organizations for Community Impact - Capital applications must be the following:

2.1.1 be operating as a not for profit or charity for at least one year with a volunteer board of directors. Individuals are ineligible for consideration

2.1.2 Organizations must meet one of the following:

A) be based in the Township of Centre Wellington, with at least a majority of members being Township residents. Membership and programs must be open to all Township citizens, and services, programs and activities must be of benefit primarily to Township citizens, or

B) an urban off-reserve Indigenous-led organization located in the Township of Centre Wellington which may also provide culturally based programming outside the boundaries of the Township of Centre Wellington.

2.1.3 Organizations seeking new capital funding, who are currently working to complete capital projects previously funded from any Township of Centre Wellington grant are required to submit a Letter of Intent at least two weeks prior to the application deadline. If a Letter of Intent is not received, the Organization will be deemed ineligible. Organizations could be deemed ineligible if sufficient progress with the initial outstanding capital project(s) has not been met.

The Letter of Intent must include the following information for each open projects:

- a) how much was initially awarded
- b) brief description of the capital project that was approved
- c) the reason why the project is still outstanding
- d) the stage that the project is currently at
- e) anticipated completion date

2.2 Eligible organizations for Community Impact – Projects and Programming must be the following:

2.2.1 Organizations must meet one of the following:

- A) be operating as a not for profit or charity for at least one year with a volunteer board of directors. Individuals are ineligible for consideration, or
- B) be comprised of an independent volunteer committee and must meet regularly and maintain appropriate minutes and records of proceedings.

2.2.2 Organizations must meet one of the following:

- A) be based in the Township of Centre Wellington, with at least a majority of members being Township residents. Membership and programs must be open to all Township citizens, and services, programs and activities must be of benefit primarily to Township citizens, or
- B) an urban off-reserve Indigenous-led organization located in the Township of Centre Wellington which may also provide culturally based programming outside the boundaries of the Township of Centre Wellington.

2.3 All eligible organizations for any grant stream under this policy must also be all of the following:

2.3.1 serving clearly identified community needs not already adequately addressed by another organization, be it government, corporate or another not-for-profit organization.

2.3.2 able to provide evidence that the community has shown a commitment to their programs through participation in the organization or attendance at functions sponsored by the organization.

2.3.3 able to demonstrate support from some other source of funds, than government funds. Other sources of income should include substantial financial support from private donations, audiences through ticket sponsorships or membership sales, where the functions of the organization are such as to serve audiences.

2.3.4 be able to demonstrate financial responsibility through the preparation and submission of operating budgets and complete financial statements. Complete financial statements include both a balance sheet and income statement, prepared by a licensed accountant operating independently of the applicant, for organizations with annual gross revenues in excess of \$50,000. The Township recognizes that financial statement preparation costs can be prohibitive to smaller organizations, and therefore will accept a current, internally prepared, balance sheet and income statement for entities with annual gross revenues less than \$50,000.

2.3.5 in good standing with the Township. The organization must be current on accounts receivable and not in litigation with the Township.

2.4 Eligible Applications

2.4.1 Eligible organizations can apply to and be awarded multiple grants provided they are distinctively different initiatives.

2.4.2 Requests for the Community Impact - Capital stream should not exceed \$20,000 per application and is required to be completed by December 31 of the year following grant approval. If there is a unique situation that warrants an ask more than \$20,000, the eligible organization must submit a Letter of Intent (more information in section 2.7) by the given deadline to be considered.

2.4.3 Requests for the Community Impact - Projects and Programming stream should not exceed \$5,000 per application and is required to be completed by December 31 of the year the grant was approved. If there is a unique situation that warrants an ask more than \$5,000, the eligible organization needs to submit a Letter of Intent (more information in section 2.7) by the given deadline to be considered.

2.4.4 In order to be considered for Annual Specific funding, a letter must be received by the Township from the organization. The letter must identify the need for the grant and the general intent of use of the funds. The Township must receive the letter annually, prior to July 31st, before any grant funds are to be considered by Council. If an organization wants to submit a request for increased funding, the organization must identify the need and the amount of increase within the required letter noted above. The limit in 2023 will be \$5000 and will be established annually through the Townships annual budgeting process which considers the Ontario Consumer Price Index.

2.4.5 Community Impact - Capital stream requests will improve the infrastructure that organizations need to thrive. Whether it's purchasing equipment, building a new space, or completing renovations, retrofits or repairs, Capital grants support projects that will have a positive impact for the community. The Township supports projects that improve access to community spaces, facilities, programs, activities and services, and facilitate community members' full participation in the life of the community; improve and build community spaces; make programs and services better and more efficient; and make better use of technology. If the property is not owned by the applicant, a letter of support and permission for the project from the property owner is required.

2.4.6 Community Impact - Project and Programming stream requests will support community-based organizations that deliver programs and services in Centre Wellington and need funding to build capacity, resilience and sustainability. A request to this stream may be for a project or programming already making a proven impact in the community but funds are required to grow and develop it even more as the need has changed or grown. The request can be for a new idea that has been identified to fill a gap in the community and requires seed money to try out an innovative approach.

2.4.7 The goal of this program is to be able to support as many organizations as possible that positively impact the community.

## 2.5 Ineligible Organizations

2.5.1 Projects or programs organized by organizations that are profit-oriented, schools, groups or organization with a primary focus other than community service, for example, parent and student councils.

2.5.2 Organizations with mandates from other levels of government, for example, schools, hospitals and Business Improvement Areas (BIAs).

2.5.3 Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds.

2.5.4 Requests for grants to an individual, or to an individual group that is controlled by a parent organization (in this case the parent organization should apply for the grant).

2.5.5. Stacking of Township funding is not permitted. This includes additional but is not limited to:

- a) capital funding for the same project
- b) projects and programs funded in the same year.
- c) initiatives that have already received subsidies from the Township of Centre Wellington

## 2.6 Ineligible Expenses

2.6.1 Travel or accommodation, uniforms, personal equipment, banquets, trophies or entertainment.

2.6.2 Rent of office space or space required for the operating of business, utilities or debt repayment (i.e. mortgages). A short-term Township facility rental to support a program would be an example of something that would be eligible.

2.6.3 Attendance at conferences, workshops or seminars.

2.6.4 Request for contributions to fund prior year deficits incurred by the organization.

2.6.5 Payroll related costs.

2.6.6 Funds cannot be used to host an event that is fundraising focused.

2.6.7 Council may grant special consideration to entities that do not meet all the above criteria but are unique in nature and fulfill a specific need in the community. The organization's interest in special consideration will be determined at the Letter of Intent stage.

## 2.7 Letter of Intent

2.7.1 If an eligible organization has a project, program or capital project opportunity that is rare and unique, and more than the maximum grant amount would be required, a letter of intent can be sent in at least two weeks prior to the application deadline to be considered for additional funding.

2.7.2 If an ineligible organization has a project, program or capital project opportunity that they would like considered, a letter of intent can be sent in at least two weeks prior to the application deadline.

2.7.3 Information to be included in the Letter of Intent, on letter head, will include:

- a) Details about the requesting organization
- b) Overview of project/program or capital project details
- c) Anticipated completion time frame
- d) Why this should have special consideration
- e) Who this project will serve
- f) Explanation of timeliness

2.7.4 Letters of Intent will be reviewed by staff or applicable Council Advisory Committee and assessed to identify any information that is lacking or requiring further information for the application. Staff or applicable Council Advisory Committee will also identify if all eligibility factors are being met.

## 3.0 GRANT APPLICATION PROCESS

### 3.1 Community Impact – “Capital” and “Projects and Programming” Streams

3.1.1 In the fall of each year, the Township will advertise in local papers and on social media, all relevant information relating to the upcoming grant application process. The advertisement will indicate where applications are available and when they are due. Please note that timing can change in the year of a Municipal Election or due to special circumstances.

3.1.2 Applications must be emailed to the Manager of Community Development by the date and time outlined in the advertisement.

3.1.3 Council has the sole authority to award grant funding; however all grant applications will be forwarded to the applicable Council Advisory Committee for review and will make recommendations to Council. On behalf of the committee, staff will prepare a report outlining the committee's funding recommendations and a summary of funding justification for each application to Council. The total allocation recommended by the committee will be within the budget approved by Council for Community Impact Grants.

3.1.4 The applicable Council Advisory Committee will review the applications based on the applicant qualifications listed in section 2.0, and the following measures:

- Organization
- Initiative
- Impact and Equity
- Financial
- Overall Assessment

3.1.5 The applicable Council Advisory Committee and/or Council reserves the right to request any applicant to participate in an interview with the appropriate Committee of Council or a presentation to Council to further clarify information within their application.

3.1.6 Upon Council approval, successful grant applicants will be notified in writing. Grant cheques will be issued in a timely manner. For Capital Grants refer to 4.5 of this policy.

3.1.7 The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years. In addition, the Township will not provide guaranteed funding beyond the current year. In approving grants, the Township may impose conditions as it sees fit.

3.1.8 In the event of a surplus after the funding allocations have been determined, funds will be available for Section 5.0 or 6.0 of this policy.

## 3.2 Annual Specific Stream

3.2.1 Council will review the Annual Specific recipients annually as part of the preliminary annual budget process (typically in September or October). Any changes (additions or deletions) to the section will be communicated to the affected organizations in writing prior to the advertisement.

3.2.2 If an Annual Specific recipient organization wants to submit a request for increased funding, the organization must identify the need and the amount of increase within the required letter noted above.

3.2.3 To be considered added to the Annual Specific list, organizations need to submit a letter of consideration before September, for the next fiscal year.

## 4 CONDITIONS OF FUNDING

4.1 Grant recipients must acknowledge the support of the Township of Centre Wellington in all printed materials associated with the initiative funded.

4.2 Grant recipients must provide a written statement of use of funds within two months of the project/program/service. Organizations will not be considered for future grant funding until all required reports are received by the Township of Centre Wellington's Community Services Department.

4.3 Funded projects are required to share the experience and lessons learned upon project completion. Photographs from events with signed permission forms for sharing purposes are to be provided to the Township for promotional and online purposes.

4.4 Recipients of Specific Annual Grants are exempt from the requirements of section 3.1.

4.5 Prior to distribution of Capital Grant funding, the organization will provide a breakdown of the project and milestones with funding needs. Capital grant funds awarded greater than \$5,000 will be dispersed as part of an agreement with timelines and conditions for funding clearly identified. 10% of all Capital Grant funding will be held back until the project report is provided to the Township with proof of expenses.

## **5.0 REQUESTS FOR EMERGENCY & DISASTER RELIEF FUNDING**

5.1 Consideration of grants under this section must fall under one of the following categories:

5.1.1 Emergency Funding – Funding for organizations that are experiencing extensive financial hardship because of an unforeseen short-term increase in expenditures or decrease in revenues.

5.1.2 Disaster Relief Funding – Funding for organizations or communities whose property and possessions have been extensively damaged in an unexpected natural disaster. Natural disasters include, but are not restricted to floods, tornados, fires, and storms. This excludes impact due to Covid-19.

5.1.3 Applications for funding under this section must come in the form of a report or letter. The report or letter must outline the extent of the emergency/disaster, the estimated financial impact and the requested amount of funding.

5.1.4 Applications for funding under this section may be forwarded to the Township of Centre Wellington at any time throughout the year. These Applications are NOT to follow the Community Impact Grant process.

5.1.5 The report or letter must be forwarded to the Corporate Services Department of the Township of Centre Wellington, 1 MacDonald Square, Elora, Ontario, N0B 1S0. After the report or letter has been examined, the Corporate Services Department will issue a report to Council. This report will include a copy of the original report or letter received under section 5.1.3 of this policy as well as a recommendation (including possible funding sources, if applicable).

5.1.6 Council will consider the Corporate Services Department report and upon Council approval, funding will be issued by the Corporate Services Department in a timely manner.

## **6.0 REQUESTS FOR SUBSIDIZED TOWNSHIP PARKS AND RECREATION FACILITY RENTALS**

6.1 Organizations requesting a reduction in the Township's fees as per the approved Fees and Charges Schedule for the purpose of Parks and Recreation facility rental/service are required to submit a written request directly to Council. Requests for direct deductions on Township fees is not part of this program.