



TOWNSHIP OF SCUGOG
 POLICIES AND PROCEDURES
 COMMUNITY GRANT FUND POLICY

EFFECTIVE: November 2012
 Revised February 10, 2014
 Revised October 19, 2015
 Revised February 11, 2019

<i>Policy Statement</i>	Funding may be provided to assist community organizations to deliver programs and services and to complete special projects, through the Community Grant Fund.
<i>Policy Purpose</i>	<p>The Township recognizes that many programs, services and projects are provided through the volunteer efforts of community organizations. The Community Grant Funding demonstrates Council’s commitment to working with these not-for-profit volunteer community individuals and organizations to provide beneficial programs and services to the community.</p> <p>This policy establishes eligibility requirements, identifies the type of funding available, and outlines application and monitoring requirements.</p>
<i>Eligibility</i>	<p>The following may be eligible for a Community Grant:</p> <ul style="list-style-type: none"> • Not-for-profit community groups or organizations initiating or delivering programs and services directly to the residents of the Township of Scugog, • Individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or individual championships, • All individuals and organizations must be residents of the Township of Scugog or the activity or event must be directly benefitting the residents of the Township of Scugog; • Events of a municipal, provincial or national significance.

<p><i>Purpose of Grant</i></p>	<p>Grants may be provided to eligible applicants, as defined above, for:</p> <ul style="list-style-type: none"> • General operating and program-related expenses, but excluding capital expenses; • Programs/Activities/Functions generally occurring within the Municipal boundaries of the Township; • Programs/Activities/Functions addressing a Scugog community need, responding to an under-serviced demand, or contributing to the positive image of the Municipality. <p>The Grant Program is not intended to provide funding:</p> <ul style="list-style-type: none"> • On a retroactive basis 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; • 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; • 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 occurred by an individual or organization; • To provide funding to fund any Township facilities operating and/or capital expenditures; or • To provide funding to any organization seeking funds to offset the Grant Writing Fees and Charges.
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	<p>In addition to the above, the grant program is not intended to provide funding for a purpose which meets the criteria of a funding opportunity offered by another level of government, 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.</p>
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<p>Application</p>	<p>Application forms are available from the Finance Department or on the Municipality’s website. Each applicant seeking a Community Grant will be required to complete the application form and submit copies for review to the Community Grant Committee based upon the following timetable:</p> <ul style="list-style-type: none"> • For events occurring between the months of January to March, the application must be submitted by December 15th of the previous year; • For events occurring between the months of April to June, the application must be submitted by March 15th; • For events occurring between the months of July to September, the application must be submitted by June 15th; and • For events occurring between the months of October to December, the application must be submitted by September 15th. <p>Any late submissions received outside of the timetable above will not be considered. Please note that 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.</p> <p>Each applicant (individuals, groups, organizations) must demonstrate:</p> <ul style="list-style-type: none"> • There is community support for the programs or services; • That there is a need for financial support and that adequate funding for the programs or services is not available from other sources; and
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	<ul style="list-style-type: none"> • 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. <p>All applicants will be required to submit a fully completed application form.</p>
<p><i>Limitations</i></p>	<p>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:</p> <ul style="list-style-type: none"> • Maximum grant available is \$500 per organization, group or individual for a one-day event; • Maximum grant available is \$1,000 per organization, group or individual for a multi-day event; • Each organization, group or individual can only apply for funding once per calendar year; and • 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 above) and will be reviewed by the Grants Committee. <p>The total annual grant funding will be set by the annual budget and approved by Council. Any grant funds remaining at year-end will be carried forward to a subsequent budget, per Council's discretion.</p> <p>Each applicant, for ongoing annual events, will be asked to demonstrate what efforts are being undertaken to decrease reliance on municipal funding so that other emerging needs or opportunities may be met.</p>

<p>Process</p>	<p>All grant applications received will be held by the Finance Department and submitted to the Grant Committee for review and consideration at the next scheduled meeting. Applicants will be advised of the next meeting date and the date to expect a response.</p> <p>All grant recipients must provide a summary report and/or proof of expenses the grant funds were used for within one (1) month of the event occurring. Failure to provide the summary report and/or proof of expenses will result in ineligibility for future grants.</p> <p>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.</p> <p>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.</p> <p>The granting of assistance in any year is not to be considered as a commitment to grant such assistance in future years.</p> <p>The decision made by the Community Grant Committee is final.</p>
<p>Grants Policy Duration</p>	<p>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.</p>

Approved by Council -