



Subject: *Municipal Grants*
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Amendment:

1.0 POLICY

Many programs and services are provided through the volunteer efforts of non-profit community organizations and registered charities to enhance the life experience of citizens, complementing and often supplementing programs beyond the Municipality's capability. In addition, individuals, groups and teams represent and highlight the Municipality at events. Community Grant funding demonstrates Council's commitment to working with these non-profit volunteer community organizations and registered charities to provide beneficial programs and services to the community. This policy establishes eligibility requirements, expectations and the application/review process.

2.0 PROCEDURE

2.1 Eligibility

The Township of Lanark Highlands may, at the discretion of Council, provide direct monetary grants to non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following:

- 2.1.1 Initiate or deliver programs and services to the citizens of Lanark Highlands;
- 2.1.2 Provide events of a municipal, provincial or national significance, which could be expected to bring economic, and/or public relations benefit to the municipality;
- 2.1.3 Provide programs and services to address any urgent and pressing events and natural disasters (i.e.: fire, flood, earthquake); and
- 2.1.4 Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

2.2 Purpose of Grant

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

- 2.2.1 General operating and capital expenses including administrative costs and program-related expenses;
- 2.2.2 Activities/functions generally occurring within the Municipal boundaries; and
- 2.2.3 Programs/activities/functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the Municipality.

2.3 Restrictions on Grant Funding

- 2.3.1 Organizations must request for a grant amount of \$500 or more. Organizations who are requesting for funds less than \$500 will not be accepted as a Community Grant request and are encouraged to complete a Donation Request form;
- 2.3.2 Organizations can only submit one community grant application per calendar year;
- 2.3.3 If the programs or services proposed in the organization's application are not commenced or not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality;
- 2.3.4 The granting of assistance in any year is not to be considered a commitment to providing grant funding assistance in future years; and
- 2.3.5 Funding is provided only for the sole purpose for which it was awarded within the current fiscal year.

The Grant Program is NOT intended to provide funding:

- 2.3.6 On a retroactive basis for events that have already occurred. These requests shall be directed to through the budget as a line item in the appropriate circumstance.
- 2.3.7 To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
- 2.3.8 To organizations aligned with any political party, or to support programs or services which are political in nature;
- 2.3.9 To support programs or services which are operated under the authority of another level of government, such as social services;
- 2.3.10 As donations to charitable causes;
- 2.3.11 As a replacement for other funding sources;
- 2.3.12 For debt retirement; or
- 2.3.13 To an applicant that has an overdue amount owing to the Municipality.
- 2.3.14 To endowment funds for sectarian, religious, or political purposes.
- 2.3.15 To individuals to provide money for fundraising activities.

2.4 Application

Applications (attached hereto as Schedule "A") are available from the Finance Department or on the Municipality's website. They are accepted between September 1st and October 31st of each year. Where October 31st falls on a weekend, the deadline shall be moved to the next business day at 4:30 pm.

Only application forms completed in full, meeting all application requirements, and legible will be brought forward for consideration.

The time stamp in the Municipal Office is the official time for the deadline of submission. Applications received at 4:30 p.m. as shown on the time stamp in the Municipal Office are “on time”, whereas applications received after 4:30 p.m. as shown on the time stamp in the Municipal Office will be noted as late. Please note that if the late submitted applications are completed in full they will only be considered at the discretion of the Community Grants Committee. If late submitted applications are incomplete they will not be accepted or brought forward to the Community Grants Committee.

Application Requirements;

Please note the requirements listed below will be used as conditions when screening the applications to indicate whether the application is completed in full. Each organization submitting an application is required to provide:

- 2.4.1 Demonstrated need for financial assistance;
- 2.4.2 Information about the organization and its programs or services;
- 2.4.3 A statement of the organization’s goals and objectives, constitution and By-laws or, if a new organization, operating guidelines;
- 2.4.4 Evidence to establish the organization’s eligibility in terms of the evaluation criteria outlined in this policy upon request;
- 2.4.5 A description of how the organization intends to measure the success of the program or service if the funding request is approved;
- 2.4.6 Financial statements indicating the revenue and expenses of the organization;
- 2.4.7 Audited financial statements for the previous year if available; and
- 2.4.8 If organizations are requesting grant funding for their event/project they must provide separate financial statements indicating the revenue and expenses of the organization’s event/project.
- 2.4.9 Organizations shall provide a certificate of insurance acceptable to the Township and must include the Township as an additional insured.

2.5 Application Expectations

Each organization submitting an application is expected to demonstrate that:

- 2.5.1 There is community support for the programs or services;
- 2.5.2 That adequate funding for the programs or services is not available from other sources;
- 2.5.3 That it is presently exploring, or has fully explored, the potential funding from other sources, from other levels of government, the private sector, memberships, donations and fundraising activities;
- 2.5.4 Efforts to decrease reliance on municipal funding so other emerging needs or opportunities may be met; and
- 2.5.5 That if a grant was received in the preceding year, the Municipalities financial support was acknowledged in all information pertaining to activities for which funds were granted per the policy.
- 2.5.6 Successful applicants shall provide a report on the following;
 - 2.5.6.1 A completed project report outlining the project outcomes.
 - 2.5.6.2 A statement of expenditures shall be submitted within 2 months confirming the allocation of the grant funds.

2.6 Review Process

- 2.6.1 Review Process Staff will use the application requirements as conditions when screening each application to distinguish whether the application is completed in full.
- 2.6.2 Those applications that comply with all of the requirements stated in the policy will be brought forward to the Municipal Grants Committee for consideration during the establishment of the annual budget.
- 2.6.3 Those applications that do not comply with all of the requirements stated in the policy will not be brought forward to the Municipal Grants Committee for consideration, and will not be considered for funding.
- 2.6.4 A report summarizing the compliant submissions will be submitted by staff to the Municipal Grants Committee for consideration. The Municipal Grants Committee, through staff, will forward their recommendations to Committee of the Whole and ultimately to Council for a decision.
- 2.6.5 Applicants will be advised of the scheduled meeting date at which their application will be considered by Council. Applicants may be requested by Committee of the Whole or Council to appear as a delegation to speak on behalf of their Organization's application (maximum of 10 minutes per organization).
- 2.6.6 Applicants will be notified of any allocation awarded following final Council approval of the annual budget.
- 2.6.7 A payment for the amount awarded will be forwarded approximately one month following final approval with larger grants receiving quarterly payments as determined by the Treasurer, unless other specific conditions are recommended and approved by Council.
- 2.6.8 Grant recipients will be required to acknowledge the support of the Township of Lanark Highlands in all advertising, publicity, programs, and signage for which funds are granted.
- 2.6.9 The recipient may not represent the Municipality as a partner or hold the Municipality responsible for any obligations relating to the grant initiative.

Peter McLaren, Reeve

Ryan C. Morton, CAO/Clerk

Date:

SCHEDULE "A"

Municipal Grant Application



The Township of Lanark Highlands

Municipal Grant Application

Please read the policy and guidelines before completing the form and financial information.

YOU MUST COMPLETE THE APPLICATION FORM, INCOME STATEMENTS, BALANCE SHEETS AND ATTESTATION IN FULL. You may only apply for one grant within the year. All applications will be required annually.

1. Purpose of Grant

Community Grants are intended to support non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following;

- a) *General operating and capital expenses including administrative costs and program-related expenses;*
- b) *Activities/functions generally occurring within the municipal boundaries;*
- c) *For programs, activities or functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the municipality.*

2. Completing the Application Form

Only application forms completed in full, meeting all application requirements, and legible will be brought forward for the Community Grants Committee consideration. The time stamp in the municipal office is the official time for the deadline of submission. Applications received at 4:30 pm as shown on the time stamp in the Municipal Office are “on-time”, whereas applications received after 4:30 pm as shown on the time stamp in the Municipal Office will be noted as late and not considered regardless of extenuating circumstances.

3. Funding Characteristics

- a) *Municipal Grants from the Township of Lanark Highlands will be a one year term.*
- b) *Applications must be received by the Township no later than October 31st at 4:30 pm of each year. Where October 31st falls on a weekend, the deadline shall be the next business day at 4:30 pm.*
- c) *Please submit the application form as a PDF document. The financial statements can be submitted as a PDF, however the Township may request the original excel document. The attestation must be signed and can be submitted as a pdf document or in hardcopy. Completed applications can be e-mailed to the Township at lhreception@lanarkhighlands.ca, or a hard copy can be dropped off at Town Hall, located at 75 George St., Lanark, Ontario.*
- d) *Applicants will be notified of any allocation awarded following the final approval of the annual budget by Township Council. A payment for the amount awarded will be forwarded approximately one (1) month thereafter. Larger grants may receive quarterly payments at the discretion of the treasurer.*
- e) *Financial details and receipts shall be retained for the event, item or project upon which the grant funds were used. Upon request, those details may be required by the Township to ensure the expenditures were consistent with the application request.*
- f) *Council’s decision is final and cannot be amended, appealed or contested in any way.*



The Township of Lanark Highlands
Municipal Grant Application

PART A: Municipal Grant Request – Summary

Name of Organization/Agency: _____

Contact Person/Title: _____

Phone Number: _____

E-Mail: _____

Mailing Address: _____

Non-Profit Organization? Yes: No:

Registered Charity? Yes: No:

If yes, indicate the Charitable Registration Number: _____

Name of Event/Program: _____

Amount Requested: \$ _____

Prior Year Request: \$ _____

Prior Year Grant: \$ _____

PART B: Municipal Grant Request – INFORMATION

1) Please briefly describe the organization's programs and services.

2) Please provide a statement of the organization's goals and objectives:

3) If Council approves the organization's Municipal Grant Request, what will the funding be used for?

4) Please provide a description of how the organization intends to measure the success of the program or service:

5) Will you be working jointly with other partners/stakeholders?

6) Does the municipality provide any other support, assistance or in-kind services to your organization?

7) How will the organization decrease the reliance on municipal funding?

8) Please identify how the Municipality's financial support will be acknowledged.
If possible, provide examples.

9) Additional Information (Optional):

PART C: Municipal Grant Request – ATTESTATION

PLEASE PRINT THIS PAGE AND PROVIDE AUTHORIZING SIGNATURE. THIS FORM CAN BE PROVIDED TO THE TOWNSHIP AS A PDF OR HARDCOPY.

Name of Organization/Agency:_____

Contact Person/Title:_____

Phone Number:_____

E-Mail:_____

Mailing Address:_____

Having requested financial assistance from the Township, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Township.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Township will be notified prior to making any amendments to the project description or planned activities.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures related to the program, services or project.
- E) That the organization will retain and make available for inspection by the Township or its auditors all records and books of accounts of the Organization upon request from the Township which may be made within 2 years of the grant award.
- F) That if the programs or services proposed in the Organization’s application are not commenced, or are not completed and there remain Township funds on hand, or are completed without requiring the full use of the Township funds, those funds shall be returned to the Township.

- G) That the program or services not be represented as a Township program or service, and that the Organization does not have the authority to represent itself as an agency of the Township in any way, the only relationship being that the Township has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently disband, the Organization must dispose of their assets in a responsible manner that meets the approval of the Township.

SIGNING AUTHORITY

We certify that to our knowledge, the information provided in this application for a Municipal Grant is accurate and completed, and endorsed by the organization which we represent.

NAME (please print):	SIGNATURE	DATE
Authorized Signing Officer #1		
Authorized Signing Officer #2		

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note, that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of the corporate agendas and/or public consultation processes. Questions about the collection of personal information may be directed to the CAO/Clerk at (613) 259-2398 or CAO@lanarkhighlands.ca

PART D: Municipal Grant Request – FINANCIALS

- 1) Submission of the Organizations Statement of Operations is required, along with a balance sheet or statement of financial position.

- 2) If the organization is new, or the initiative is new, please submit along with the application a financial plan or budget for the initiative projecting the financial position to year end or the end of the initiative whichever comes latest.
 - If the initiative is a multi-year event, provide a multi-year budget/projection.

All financial statements shall include as a minimum;

- All Revenues
- All Expenses
- Any Assets
- Any Liabilities

*The statements must balance in all cases.