

## Community Grants Policy

### AUTHORITY

Pursuant to Section 107 of the Municipal Act, 2001, S.O. 2001, c.25 a municipality may make grants, on such terms as Council considers appropriate, to any person, group, or body within or outside the boundaries of the municipality, for any purpose that Council considers to be in the interests of the municipality.

### DEFINITIONS

**Service**: an event, program, activity, facility, or other endeavor that enhances the health, cultural, educational, heritage, social, economic, or environmental well-being of a community.

**Group**: a named collection of individuals, all or primarily volunteer, incorporated or not, operating on a not-for-profit basis to provide a **service**.

**Grant**: an allocation of Township resources made by Council to a **group** in the form of money and/or the use of facilities or staff, or the waiver of fee-for-use charges, to assist in starting, operating, or expanding a **service**.

### PURPOSE

Council recognizes that such groups provide important benefits within the communities they serve. Council is committed to treating requests for grants from these groups in a consistent, fair, and equitable manner, subject to established priorities and budget. This policy promotes public awareness of the principles and guidelines by which Council:

- provides an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants, and
- establish a timeline for the submission and processing of such requests, so that Council can conduct a meaningful comparison and achieve an equitable distribution of support.

The Township advertises the Community Grants Policy and the application process through its website.

Council recognizes that there may be worthy requests that may not fit within this statement of general principles and guidelines. Nothing in this policy prevents Council from making grants to entities at times and for purposes outside the scope of this policy.

## ELIGIBILITY

The group must have a volunteer-based management and membership structure, maintain appropriate minutes and records of proceeds, and demonstrate efficient use of resources, sound business practices, and the development of volunteer knowledge, skills, and self-reliance.

The service must be open to Township-wide participation without restriction by race, national or ethnic origin, citizenship, religion, age, gender, sexual orientation, marital or family status, handicap, disability, or language.

Preference will be given to services that align with the Township's current Strategic Plan, and to groups that are based in the Township. However, requests from county-wide groups may be considered if the service provides a significant benefit to Township residents.

## LIMITATIONS

Requests will not be accepted that Council deems would:

- duplicate a service that is already offered by or within the Township;
- serve primarily to benefit specific individuals or support policy-influencing activism or religious beliefs;
- discriminate against or incite disrespect or hatred toward any individual or group;
- be contrary to established Township policies and priorities, or be unlawful.

There is no guarantee that Council will approve a request or fund it fully. If the request involves a service that is expected to result in a profit, Council may choose to provide its support in the form of a "seed" grant that is to be repaid to the Township from those profits.

Granting a request in any one year or over several years is not to be interpreted as on-going commitment. The Township grant should not be the primary source of funding. The group should be able to demonstrate community engagement through fundraising to sustain the service, and that funding from other sources is not applicable, or was pursued but was not available.

## APPLICATION PROCESS

The request must be written or typed and submitted via email or on paper to the Clerk of the Township.

Please plan ahead. All requests should be received by January 31 of the year in which the resources are required, for inclusion in Council's annual budget deliberations. However, Council will attempt to process a modest request that has an urgent near-term timeline at the next Council meeting after it has been received.

For modest requests, a brief submission addressing the following is sufficient:

- name and purpose of the group, and number of volunteer members
- name and contact information of the person submitting the request
- description of the service
- the resources requested, purpose, and date by which they are needed

For substantial requests, please use the ACW Community Grant Application Form available on the Township website or from the Township office.

TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH  
COMMUNITY GRANT APPLICATION FORM

1. Organization
  - a. name
  - b. purpose, management structure, and number of volunteers
  - c. website address
  - d. contact person ... phone, email, postal address
  - e. minutes of most recent board or membership meeting (attach)
  - f. most recent financial statement (attach)
2. Description of proposed service
  - a. purpose
  - b. objectives
  - c. timelines
3. Impact on community, including measurable indicators of success
4. funding requested
  - a. total cost of proposed service
  - b. itemized budget (attach)
  - c. funds (to be) raised within organization
  - d. funds (to be) raised from external sources (identify)
  - e. funds being requested from Township
  - f. in-kind requests from Township ... staff time, facilities, etc.
  - g. one-time or recurring? (explain)

Successful applications will require that the group sign a letter of agreement including the name and contact information of the individual who will be responsible for the administration of funds received and who will ensure that:

- purchases will be in accordance with the Township's procurement policy,
- a final accounting of how and when the grant money was spent will be provided,
- money not spent within the stated period of the undertaking will be repaid to the Township,
- the Township's contribution will be acknowledged in any publicized service description and promotional advertising.