

TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

Policy: Capital and Community Partnership Grants

DATE: December 19, 2023

BY-LAW NO.:87- 2023

1. Policy Statement

The Township of Ashfield-Colborne-Wawanosh (Township) aims to improve the well-being and quality of life of the community and its residents through strategic partnerships and financial assistance to non-profit, community-based organizations.

2. Purpose

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to:

1. provide municipal funds or other forms of assistance, in limited amounts, to community groups and organizations to undertake capital projects.
2. ensure that full value be obtained for each dollar provided in financial assistance by the Township.

Funding through this program will be aligned with the Township of Ashfield-Colborne-Wawanosh's Strategic Plan and related documents, as adopted by Township of Ashfield-Colborne-Wawanosh Council.

This policy will provide a framework to govern the establishment of partnerships for capital projects between community groups and the Township of Ashfield-Colborne-Wawanosh.

3. Scope

The policy applies to all partnerships between community groups and the Township of Ashfield-Colborne-Wawanosh for capital projects. Capital projects are projects of an unusual or extraordinary nature, with a total projected capital cost of at least \$5,000 that will build upon, add to, or improve a capital asset.

Capital grants are provided for projects involving construction or purchase of physical assets, including, but not limited to, land, building and associated renovation costs.

4. Definitions

Community Group: Civil society non-profits that operate within the local community. They are often run on a voluntary basis and are self-funded. Some are formally incorporated, with a written constitution and a board of directors, while others are much smaller and are more informal.

Special Interest Group: A group of persons working on behalf of or strongly supporting a particular cause, such as an item of legislation, an industry, or a special segment of society.

5. Roles & Responsibilities

The Treasurer administers the capital grant process.

Department Heads will review and provide in a report the financial impact of the in-kind request and availability of the resources being requested.

The Council of the Township of Ashfield-Colborne-Wawanosh reviews and provides final approval on all applications.

6. Procedures

The following are the guidelines to be used by the Township of Ashfield-Colborne-Wawanosh in evaluating applications for capital grants from community groups.

1. The development of community partnerships for capital projects should include one of the following objectives:
 - a. The development of capital projects that respond to priority needs as identified through the Township's capital planning process.
 - b. The support of community initiatives for the development and improvement of facilities which serve the Township of Ashfield-Colborne-Wawanosh.
 - c. The development of cost-effective capital projects which minimize the Township's contributions and leverage funding from other sources.
2. Partnerships entered into by the Township should support the following principles:
 - a. The goals of the community group and the Township of Ashfield-Colborne-Wawanosh should be aligned with the Township's Strategic Plan(s) and should be in the interest of the public.
 - b. All facilities developed under such partnerships must be open and accessible to all residents of the Township of Ashfield-Colborne-Wawanosh.
 - c. All partnerships should be considered in the planning process for all major capital projects.

- d. Funding agreements with the Township are subject to the availability of funding.
 - e. Partnerships will only be considered where they can be supported by a business plan that indicates that the project is sustainable over the long term.
3. At a minimum, the following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an eligible community group for an eligible capital project:
- The extent to which the proposal provides the opportunity for increased community participation.
 - The extent to which the proposal leverages the amount of funding contributed through other sources.
 - The existence of other potential partners and their involvement and contributions to the project.
 - An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
 - The appropriateness of the scale of the proposed project and the financial or other input being requested from the Township.
 - The equity and fairness of proceeding with the project regarding the distribution of expenditures within the Township.
 - The track record of the community group, demonstrating an ability to undertake and complete the project.
 - The extent of community support for the project and the degree to which there will be positive benefits to the community.
4. The Township contribution towards capital projects for Township-owned assets will be a maximum of 50% of the eligible capital project cost. For projects involving community (non-Township) owned assets, the Township will contribute up to a maximum of 25% of the eligible capital project costs.
5. Township contribution may be provided in one or more of the following ways:
- a. Grant paid in cash
 - b. Provision of land by way of gift or long-term lease
 - c. Services provided in-kind
 - d. Waiver of municipal fees (if eligible within existing policies)

6. Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any Township funds, such as evidence of approval of the application for funding from other sources.
7. The business plan for each proposed partnership will be analyzed and evaluated by the Treasurer. The results of this analysis, together with recommendations, will be brought to Council in a report.
8. All Corporate policies and regulations must be followed.

Eligibility

1. The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Ashfield-Colborne-Wawanosh and the organization must be responsible for the planning and provision of these services.
2. Organizations must be non-profit community groups and organizations and be based in or connected to the Township of Ashfield-Colborne-Wawanosh.
3. Proposals may relate to an asset that is owned by the Township, build on Township-owned land, is a Township capital facility, or to an asset that is operated by a community partner who delivers service(s) on behalf of or to the Township.
4. Proposals must be capital projects for equipment, new facilities, renovations, expansions, or redevelopment.
5. Proposals must not duplicate existing facilities at the same site or within the same service area.
6. The capital and community partnership grant program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
7. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
8. The mandate of the organization must provide for services extended to the general public of the Township of Ashfield-Colborne-Wawanosh and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian Charter of Human Rights and Freedoms.
9. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.

10. 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.
11. No financial donation or assistance will be considered unless specially authorized by this policy.
12. Application forms will be available at the Township office and on the Township website.

Eligible Capital Costs

The following costs are eligible for cost-sharing under a community partnership:

- Concept and design costs
- Construction costs
- Site development costs
- Fixed equipment

The following costs are not eligible:

- Financing costs
- Fundraising costs
- Non-fixed furniture and equipment costs
- Computers and related costs
- Ongoing repairs, maintenance, or renovations in the normal course of operations.

Ineligible Requests

- To individuals
- To organizations which are profit-oriented, have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- On a retroactive basis or for a project that is already completed.
- To cover budget deficits.
- For day-to-day operating costs of an organization (i.e. staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.).
- To organizations providing a share or membership which may be held or disposed of for personal gain.
- To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations.
- For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.

- To support programs or services which are operated under the authority of another level of government.
- As donations to charitable causes.
- To offset capital depreciation costs.
- For attendance at conferences, workshops, and seminars.
- For travel, accommodation, uniforms, or personal equipment.
- To recreational sports groups, individual athletes, or teams for a competition or to subsidize participation in a sports event.
- To groups that have failed to comply with reporting requirements from previous grants.
- For projects taking place on private property, which is not accessible to the public or used for community activities.
- To fund a third party.

Evaluation

1. Application forms ('Appendix A') are available at the municipal office and on the Township's website. Availability of forms will be advertised through social media, and at community kiosks.
2. Completed application forms are to be submitted to the municipal office or electronically to the Treasurer who will prepare a report and recommendation to Council for funding.
3. Applications for in-kind non-financial assistance will be forwarded to the respective departments for review. The Department Head will review and provide in a report the financial impact of the request and availability of the resources being requested.
4. Applications will be reviewed for completeness, accuracy, and compliance with this policy.
5. Complete applications received before January 31st will be reviewed and considered as part of the annual budget process.
6. Applications received after the deadline will be considered on a case-by-case basis.
7. Organizations should be prepared to make a presentation to council, if requested.
8. Council makes the final decision on all capital and community partnership requests.

Accountability & Recognition

1. Applications awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

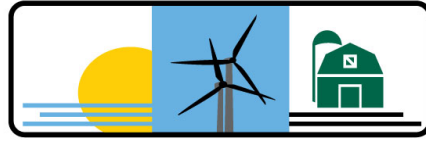
2. To protect the Township from unplanned liabilities and/or costs, a formal partnership agreement may be entered into by the Township and the community group. If necessary, the Township's legal counsel will review and approve the partnership agreement. Administration will monitor the terms of the agreement. The partnership agreement will address, at a minimum, the following points:
 - a. Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
 - b. Clauses to specify the responsibility for appropriate public liability and property damage insurance.
 - c. The way in which funding payments are to be provided, including an appropriate review and approval process.
 - d. Conditions for safeguarding the Township's investment in the capital project should the community group cease to operate or exist during the life of the project.
 - e. Agreed upon timelines for completion of the capital project.
 - f. The requirement for reporting will be outlined in the partnership agreement.
 - g. For community-owned facilities, clarification that the Township assumes no liability for ongoing operational or maintenance funding, unless already being provided by the Township.

3. Organizations receiving financial and/or in-kind grants shall acknowledge the Township's contribution through all printed material and other promotional means. The Township's logo is available from the Deputy Clerk / Communications Coordinator.

7. Review Cycle

This policy will be reviewed by Council once per term.

Appendix A



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

Capital and Community Partnership Grant Application

Note: Applications must be submitted by January 31st for consideration in the annual budget

1. Applicant Information

Organization Name: _____

Organization Type: _____

Organization Address: _____

Website/Social Media: _____

Contact Person: _____

Must have signing authority

Position

Phone Number: _____

Email: _____

2. Project Information

Project Title: _____

Project Location: _____

Please indicate the ownership of the proposed project

Capital improvement of municipal property

Capital improvement of community asset

Other (describe) _____

The Township's contribution may be provided in one or more of the following forms: direct financial assistance (grant paid in cash), land or other services in-kind, or waiver of municipal fees.

Please outline the details of the request and expected contribution by the Township (e.g., type and estimated hours of staff support, facilities to be used, date of facility request, equipment requested, etc.).

Proposal Summary

Please provide a detailed description of the proposed project, listing components.

Anticipated project start date _____

Anticipated project completion date _____

Project Target Focus

Who are the anticipated users? Select all that apply

- children 0-5
- children 6-11
- youth 12-18
- youth 19-29
- adults
- seniors

Alignment to Strategic Priorities

Please describe how your proposal aligns with the Township of Ashfield-Colborne-Wawanosh Strategic Plan, Parks and Recreation Strategic Plan, Community Safety and Well-being Plan, Asset Management Plan, or other relevant plan.

Community Support

Please describe how your proposal supports the Township of Ashfield-Colborne-Wawanosh.

Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

3. Project Budget

Expenditures	
Site preparation costs	
Costs for major components (specify)	
1.	
2.	
3.	
4.	
5.	
Freight	
Installation	
Taxes	
Other costs	
Total Project Costs	
Sources of Revenue	
Funds raised by applicant organization	
Other revenues (specify)	
1.	
2.	
Capital and Community Partnership Grant Request	
Total Revenues	

Project Operating Impacts:

Will the project increase the Township's operating costs?

Yes No

If yes, list anticipated operating impact, i.e. hydro, maintenance, etc.

Will your organization contribute?

Yes No

If yes, to what degree:

4. Eligibility

1. Are you a non-profit organization?

Yes No

2. Please provide your Revenue Canada Charitable Registration Number (if applicable)

3. Is your organization located within the Township of Ashfield-Colborne-Wawanosh?

Yes No Where? _____

4. Will this proposal provide services to the citizens of the Township of Ashfield-Colborne-Wawanosh?

Yes No

5. Has your organization made any other application to the Township of Ashfield-Colborne-Wawanosh for financial assistance during the current year?

Yes No

6. Has your organization received funding assistance from the Township of Ashfield-Colborne-Wawanosh in prior years?

Yes When? Amount \$

No

7. Will your organization or another organization be the primary funder of this proposal?

Yes, our organization

Yes, please name other organization(s) _____

No

8. Will the assistance that the Township provides your organization be utilized only by your organization?

Yes

No, please name other organization(s) _____

Other Pertinent Information

You are welcome to use the space below to provide any pertinent details about your proposal not covered in the preceding questions.

Completed applications must be delivered by January 31st to:

Township of Ashfield-Colborne-Wawanosh

82133 Council Line, RR 5

Goderich, Ontario

N7A 3Y2

or by email to: treasurer@acwtownship.ca

Please note that a grant in any year is not considered to be a commitment by the Township of Ashfield-Colborne-Wawanosh to continue such assistance in future years. It is not the intent of this grant program to become an annual component of an organizations budget plan.

Thank you for your submission.