

## SCHEDULE A



TOWNSHIP OF  
ASHFIELD-COLBORNE-WAWANOSH

# Policy: Community Grants

DATE: November 21, 2023

BY-LAW NO: 65-2016 as amended

## 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 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 that warrant municipal support.
2. ensure that full value be obtained for each dollar provided in financial assistance by the Township.

The program exists to recognize the value of these groups to the well-being and growth of the community and in helping the Township retain a strong community focus.

## 3. Scope

This Statement of Policy applies to request for municipal funding assistance or other forms of municipal assistance.

### Exclusions

1. Request for contributions to disaster funds, such as fire, flood, earthquakes, etc.
2. Request for funding from other government agencies.
3. Request for capital and community partnership multi-year investments (*See Capital and Community Partnership Grants Policy*)

## 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.

**Culture and Heritage:** Includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions, e.g. diversity and multi-culturalism.

**Environmental Awareness & Sustainability:** Includes organizations with a primary focus of preservation and raising awareness of environmental, agricultural and/or natural heritage issues and features.

**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.

**The Arts:** Includes organizations that produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing, or visual arts.

**Tourism/Economic Development:** Includes organizations that significantly benefit tourism by bringing in non-Township of Ashfield-Colborne-Wawanosh residents into the Township of Ashfield-Colborne-Wawanosh or promotion of events highlighting the Township of Ashfield-Colborne-Wawanosh.

**Volunteer:** Individuals who reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the Township in the belief that their activity will have a positive effect on the community. Volunteers provide programs and services to the residents of the Township of Ashfield-Colborne-Wawanosh to help enrich their quality of life.

## 5. Roles & Responsibilities

The Deputy Clerk / Communications Co-ordinator administers the 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 all applications 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 Community Grant financial assistance.

1. The grant application will be considered in one of six categories:
  - a. Tourism and Economic Development
  - b. Community Safety and Well-being
  - c. The Arts
  - d. Culture and Heritage
  - e. Environmental Awareness & Sustainability
  - f. Other
2. A maximum of \$50,000 will be included in the budget each year for this program.
3. A maximum of \$5,000 per organization has been established for financial contributions.
4. A maximum of \$2,000 per organization has been established for in-kind services.

5. In-kind support will be limited to the use of Municipal property at reduced or no cost, municipal staff support and loan of municipal equipment. In-kind support will not include permit fees (i.e. Building permits, etc.) equipment rental fees or payment of invoices/services. Any refundable deposits (i.e. damage deposits) will not be waived.

### *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. Programs/community events must be open to all residents of ACW and must benefit ACW residents.
4. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant do not substantially duplicate the efforts of other organizations.
5. The Community 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.
6. As a general guideline, the Township of Ashfield-Colborne-Wawanosh will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
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. An organization (principal) receiving financial assistance from the Township of Ashfield-Colborne-Wawanosh should not act in the capacity of a funding body (agent) for or provide financial assistance to any other group or organization.
11. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, equipment donations, fee reductions, etc. Fully completed applications for assistance must be received on an annual basis not later than January 31st in the year of the event.

12. This Community Grants Program shall be used only for the purpose approved by Council.
13. 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.
14. No financial donation or assistance will be considered unless specially authorized by this policy.
15. Applications for projects that do not use Township property must include letters of permission from the property owner, unless the organization that owns the property is making the application.
16. Application forms will be available at the Township office and on the Township website.

#### *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. Community Grant 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 Deputy Clerk / Communication Co-ordinator 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. Incomplete applications received on or after the deadline will not be considered for a grant.
6. Council makes the final decision on all Community Grant requests.
7. Grant funds will typically be awarded in one lump sum payment. At the discretion of council, organizations may be awarded funds by installments.

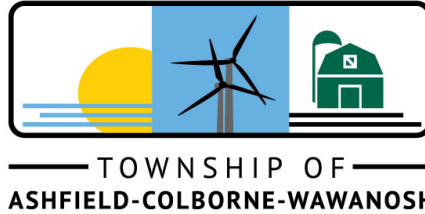
#### *Accountability & Recognition*

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 and the completion and return of the Community Grant Reporting form ('Appendix B')
2. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
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 Co-ordinator.
4. Council makes the final decision on all Community Grant requests.

## **7. Review Cycle**

This policy will be reviewed by Council once per term.

# Appendix A



## Community Grant Application

*Note: Applications to the Township of Ashfield-Colborne-Wawanosh for Community Grant Funding will be accepted no later than January 31<sup>st</sup> each year.*

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Must have signing authority

Position

Telephone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_ Location: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

Please indicate the support being requested

Financial Assistance

Service or Project

Waiving of Facility Fees

Staff Support

Supply of Equipment or Materials

Use of Municipal Property or Facilities

Other (describe) \_\_\_\_\_

FUNDING AMOUNT REQUESTED: \$ \_\_\_\_\_

IN KIND AMOUNT REQUESTED: \$ \_\_\_\_\_

## Organization Mandate

Please provide your organizations purpose/mandate.

## Details of Request for Assistance

If this application includes any assistance **other than direct financial assistance**, please outline the details of this request (e.g., type and estimated hours of staff support, facilities to be used, date of facility request, equipment requested, etc.). Acceptance of this application does not guarantee other non-direct financial assistance.

## Proposal Summary

Please provide a clear and concise summary of your proposal, including the goals and objectives of your proposal.

Please check on category that best suits your request for assistance. Refer to the Community Grants Policy for category definitions.

Tourism/Economic

Community Safety & Well-being

The Arts

Culture and Heritage

Environmental Awareness/Sustainability

Other (describe) \_\_\_\_\_

## Community Support

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

## 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 31<sup>st</sup> to:

Township of Ashfield-Colborne-Wawanosh

82133 Council Line, RR 5

Goderich, Ontario

N7A 3Y2

or by email to: [communications@acwtownship.ca](mailto:communications@acwtownship.ca)

**Please read and review the questions** in the grant reporting form (“Appendix B”) before undertaking your project. Some questions ask for data that you may wish to collect over the course of your project, particularly regarding, volunteers, attendance, and more. Knowing these questions in advance will help you to complete this report at the end of your project.

*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.*



## Community Grant Reporting Form

*Note: This form should be completed and returned to the Deputy Clerk / Communications Coordinator no later than 30 days after the final expenses have been occurred. This form must be completed and returned to be eligible for subsequent funding from the Township of Ashfield-Colborne-Wawanosh.*

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Must have signing authority

Position

Telephone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Proposal: \_\_\_\_\_

Date of Event(s): \_\_\_\_\_ Location: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

1. Did your project achieve its intended results (goals and objectives)? If so, how do you know?

2. Did you engage with any partners in your community to support your project?

Yes (please indicate who below)

No

3. Approximately how many volunteers planned, organized, or delivered your project? \_\_\_\_\_

If possible, please indicate the age categories of the volunteers engaged in the implementation of the project activities and list the approximate number beside each of the selected age categories below.

Under age 25 \_\_\_\_\_

Ages 25-44 \_\_\_\_\_

Ages 45-64 \_\_\_\_\_

Ages 65+ \_\_\_\_\_

None/Not Applicable \_\_\_\_\_

4. How was the Township of Ashfield-Colborne-Wawanosh recognized or promoted as a partner in this event. Check all that apply.

Social Media

Print Material

Radio Advertisements

Word of Mouth

Please attach to this report or send by email to [communications@acwtownship.ca](mailto:communications@acwtownship.ca) examples or samples of the above. Additionally, any photographs or videos of the program / event would be greatly appreciated.

Completed forms must be delivered to:

Township of Ashfield-Colborne-Wawanosh

82133 Council Line, RR 5

Goderich, Ontario

N7A 3Y2

or by email to: [communications@acwtownship.ca](mailto:communications@acwtownship.ca)