

## **P O L I C Y**

**POLICY NO:** GG.3.5

**SECTION:** GENERAL GOVERNMENT - CLERK

**TITLE/SUBJECT:** COMMUNITY INVESTMENT GRANTS

**ADOPTED DATE:** February 13, 2002

**REVISION DATE:** April 7, 2004

July 4, 2007

August 8, 2007

September 4, 2013

March 11, 2015

October 19, 2016 (**Resolution #10/19/16-06**)

### **1. DEFINITIONS**

“Municipality” shall mean The Corporation of the Municipality of Kincardine

“Project” means any program, project, event, service, or activity for which a Community Investment Grant has been submitted

### **2. POLICY STATEMENT**

The Municipality of Kincardine wishes to provide financial assistance to local non-profit organizations which will have a positive impact on the quality of life in the community through provision of beneficial programs and services to residents. The funds shall be distributed in an open, fair and accountable process that is in the best benefit of the community.

### **3. FUNDING**

The funding will be directed through four specific streams of:

- Arts, Culture, Heritage;
- Sports, Recreation;
- Social, Health, Environmental, Other;
- Tourism;

and may be for any project that supports/sustains, promotes, informs/educates, celebrates, preserves and/or provides access to these areas.

It is intended that the four streams receive an equal share of available grant funds, however, Council may transfer funds from one stream to another where deemed appropriate. Council may also transfer applications from one stream to another.

The various streams include, but are not restricted to, the following:

**Arts:** creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;

**Culture:** beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;

**Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);

**Sports, Recreation:** activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;

**Social, Health:** programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence);

**Environment:** beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);

**Tourism:** attraction of visitors, promotion or encouragement of touring, growth of the Municipality's tourism market, development of new and improved experiences for tourists, increase tourism activity;

**Other:** projects outside other streams that contribute to the quality of life in the Municipality.

#### 4. **GENERAL TERMS**

Council shall, annually, determine the amount of funds to be allocated to the Community Investment Grant Program through the budget process.

It is intended that Community Investment Grants are for the benefit of the community and projects where funds go outside the Municipality may not be eligible.

The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their events or particular needs.

The program shall provide a modest level of assistance to non-profit organizations in a fair and equitable manner. It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.

Grants are intended to be supplementary to main sources of funding for organizations. The organization must show exploration of other financial support and options (i.e. fundraising and volunteer support).

The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current fiscal year.

The policy shall be administered by the Clerk's Department. Minor clarifications to this policy's intent and workings shall be subject to the interpretation of the Clerk of the Municipality of Kincardine. The Clerk's Department is authorized to make minor adjustments to the application attached hereto as Schedule "A" and forming part of this policy.

Only one application per year will be permitted per organization. Incomplete applications will not be accepted. The incomplete application will be returned to the applicant, with an explanation of the deficiencies, who may re-submit.

Grants must be used within one year (365) days from receipt of funding. If the project fails to proceed, the funds must be returned to the Municipality. If the project is delayed, the organization must provide a letter of explanation to the Municipality regarding the nature of the delay, the proposed new schedule and a copy of a bank statement which indicates that the funds are being retained by the organization.

Further, if approved funds are not spent on the project as described, the funds must be repaid back to the Municipality. If the funds spent are less than the funds granted for the project, the remaining funds must be returned to the Municipality.

Late applications will not be considered. Requests for support of new projects only may be considered outside of the standard intake process. Applicants must submit application for review by the Evaluation Team who will make recommendation to Council. No request for a Community Investment Grant shall be scheduled as a delegation to Council.

## **5. MUNICIPAL REVIEW**

The applications will be reviewed and assessed by the Community Investment Grants Evaluation Team comprised of the Clerk, the Treasurer, the Policy Chair of Recreation Services, the Policy Chair of Economic Development & Tourism and the Policy Chair of Arts, Culture and Heritage.

Applications will be assessed in terms of the need for the project, alignment with the Municipality's Integrated Community Sustainability Plan, cost effectiveness, financial viability, contribution to the quality of life and sustainability in the community, community

involvement/response, cooperative cost-sharing projects, past demonstrated fiscal responsibility of the applicant, in-kind support from the Municipality (municipal staff support, loan of equipment, etc.).

The Evaluation Team shall make recommendations to Council concerning funding approval. The final decision regarding approval of funding applications remains with Council and shall be enacted through the Municipality's budget by-law.

## **6. ELIGIBILITY CRITERIA**

To be eligible for a grant, the applicant must:

- be a non-profit community group or organization - individuals, for-profit organizations, political parties, government agencies are not eligible;
- be based in Municipality of Kincardine or provide services to the residents of the Municipality;
- demonstrate active fund raising efforts and/or volunteer support for the project - municipal funding is not to be considered sustainable funding for the organization;
- comply with the reporting requirements from any previous municipal grants;
- be in good standing with all Municipal accounts.

## **7. INELIGIBLE ACTIVITIES**

The following are not eligible for funding:

- flow through funding (where the intent is to directly re-distribute the same funds to others);
- deficit funding or retroactive funding (for past shortfalls);
- debt retirement or depreciation costs;
- duplication of funding received from another source where total funding would exceed costs.

## **8. ACCOUNTABILITY**

Applicants 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.

Funds granted under this program are not transferable between projects or organizations without prior Council approval, and must be used for the specific purposes outlined.

An Accountability Statement must be completed and submitted within 60 days of the completion of the project / grant being used. The statement shall provide description of the completed project; a financial statement for the event listing all expenditures and

revenues pertaining to the event/project, the use of the grant funds and an explanation of how the Municipality's contribution to the project has been recognized.

The Statement shall be signed by an authorized representative of the organization.

Additional financial reports from applicants may be requested at the Municipality's discretion.

## **9. APPLICATION REQUIREMENTS**

Applications must:

- be submitted on the prescribed form attached hereto as Schedule "A";
- include a project budget (proposed expenses and other revenues);
- provide complete information concerning the project's objectives, services provided, operating costs, financing details and an explanation of reasons for the funding need;
- be submitted by the organization to the Municipality by the due date established by the Clerk's Department.

While all applicants are required to submit an application, the administrative requirements for applications of \$1000 or less may be simplified.

The application intake process will take place in the fall with staff to determine actual deadline based on budgetary requirements. It will be no less than 30 days after notice of the application intake is posted on the Municipality's website.

## **10. MUNICIPAL RECOGNITION**

Recipients of Community Investment Grants, including in-kind support, shall acknowledge municipal support in media coverage and printed material.



# Community Investment Grant Application Form

Schedule "A"

Please complete this form, enclose all required information  
and return to: Municipality of Kincardine

1475 Concession 5, RR#5

Kincardine, ON N2Z 2X6

Attn: Clerk's Department

Application Deadline

Organization

Mailing Address

Contact Name

Phone No.

Email Address

Names of Executive Members

Contact Information

Funding Stream

Requested Amount

Describe the purpose of your proposed project and indicate what municipal funding will be used for if approved. (attach a detailed budget to this application)

How will your project benefit the Municipality of Kincardine? Identify how it will contribute to the community's quality of life in a sustainable manner.

Provide a list of other funding sources for your organization.

Describe your organizations methods of soliciting support from the community and what response was received.

Describe the efforts of your organization to match the funds requested from the Municipality.

Explain how your organization will sustain the project in the future.

**ENCLOSE THE FOLLOWING INFORMATION IF AVAILABLE \***

- Budget for the Current Year                       Financial reports for last year  
 Confirmation of Not for Profit Status
- 

\* Sports/Recreation applicants must provide facility costs and enrollment numbers of their particular groups

**INFORMATION TO BE PROVIDED IF FUNDING IS APPROVED**

- Financial reports for the year the project is completed  
 Accountability Report describing the use of municipal funds and outcomes achieved

**ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST  
IN EVALUATING YOUR APPLICATION (PLEASE LIMIT THE VOLUME OF  
INFORMATION)**

We have read the eligibility criteria and confirm that the organization will comply with all requirements. Print, Sign and Date - (no electronic signatures)

Authorized Signature

Date

Authorized Signature

Date

Your application will be acknowledged by email within 3 business days of receipt.

If you do not receive this acknowledgement please contact the Clerk's Department at [clerk@kincardine.net](mailto:clerk@kincardine.net). Please note that applications submitted without all the required information including supporting documents will be deemed to be incomplete. Your application will be returned to you with along with an explanation of the deficiencies and must resubmit a complete application. Applications received by the Municipality after the deadline will not be considered.

Personal information collected on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001 c. 25 and will be used for the purpose of creating a record to determine eligibility for a municipal Community Investment Grant. Questions about this collection should be addressed to the Clerk of the Municipality of Kincardine at 1475 Concession 5, RR #5, Kincardine, ON N2Z 2X6, 519-396-3468