



TOWN OF
GRIMSBY

**GRIMSBY COMMUNITY
DEVELOPMENT GRANT
PROGRAM**

2023 APPLICATION GUIDE

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Program Overview

The Grimsby Community Development Grant Program is intended to assist non-profit and charitable organizations. This program aims to support initiatives presented through projects and programs that seek to enhance the well-being of residents, align with Council's Strategic Priorities, and foster an overall improvement in the quality of life for the entire Grimsby community.

This application guide is designed to assist prospective applicants in preparing for a successful application. Full program details and requirements are identified in the Grimsby Community Development Grant Program Policy available on the Town website

The Grimsby Community Development Grant is a one-time pilot grant. This grant program is a pilot initiative available ONLY for the 2023/2024 period.

The Grimsby Community Development Grant will cover 30% of eligible project costs up to a maximum of \$100,000. Applicant matching for this grant must be cash contributions. Projects must have a fixed start and end date and should be outside the normal range of activity for the applicant (regular operating costs are not eligible).

The 2023 intake for the Grimsby Community Development Grant Program begins on July 31 and ends on September 29 at 4:30 pm.

Applicant Eligibility

Please review the criteria below before you begin an application.

Eligible Applicants:

- Registered charitable organization or Incorporated not-for-profit organization (at least two years)
- Must be in good standing with the Town of Grimsby (not in default of previous grant reporting or have amounts owed past 30 days)
- Have a volunteer board of directors and constitution or governing by-law that satisfies best practices (see below for recommendation)

Best Practices

Applicant organizations should have procedures and governance framework that ensure accountability, ethical conduct, strategic decision making, risk management and stakeholder confidence. Good governance practices enhance submissions from prospective applicants.

Best practices include but are not limited to:

- Governance over membership (annual general meetings, voting rules and process, rights of members etc.)
- Governance over board (role, appointment, renewal etc.)
- Policies for board and management (scope of board responsibilities, relationship between board management, board structure etc.)

Ineligible Applicants:

Applicants of the following structure or affiliation are not permitted to submit applications. Groups meeting the following criteria, or eligible applicants seeking to carry out activities on behalf of an ineligible group or carrying out an ineligible activity will not be assessed for funding.

- Individuals
- For-profit organizations
- Other levels of government
- Political organizations and entities, including lobbying groups or groups attempting to further a political agenda
- Religious organizations (unless for an inclusive project)

Eligible Expenses:

- Supplies and materials
- Facility or equipment rental and permits
- Equipment/vehicle
- Marketing
- Entertainment and speakers
- Incremental wages and contracted services related to the project
- Contributions to a capital project e.g. (project management, construction, renovation, design, engineering, etc.)

Ineligible Expenses:

- Regular operating costs including regular staff wages

- Debt retirement, deficit reduction, depreciation, or financing charges
- Retroactive payments (costs incurred before the grant approval date)
- Secondary allocations (allocation of funds to another organization, including supporting fundraising activities for other organizations)
- Top-ups to shortfalls of government-mandated programs (i.e. School, health programs)
- Activities that primarily serve the membership or purposes of religious organizations

Assessment Criteria and Selection Process

Applications that are submitted by eligible organizations will be assessed against the following criteria:

1. The extent to which the organization and project will benefit and contribute to the quality of life of Grimsby residents
2. That the project, fulfill an unmet need or enhance existing service in the Grimsby community
3. The clear demonstration that the organization has the resources, ability, skills, and capacity to undertake the work and complete the requirements of the Grant
4. Alignment with [Council Strategic Priorities](#):
 - i. High Quality of Life: Supporting happy, healthy lives in a well-connected, inclusive community
 - ii. Responsible & Progressive Growth: Fostering vibrant neighbourhoods while protecting our natural environment
 - iii. Collective Prosperity: Driving innovation and collaboration in our local economy to benefit everyone
5. Evidence of community support that enhances the project, including but not limited to:
 - i. Number of volunteers and volunteer hours committed to the organization or project
 - ii. Partnership and collaboration between other local organizations

6. Clarity of desired project goal, and measurable performance targets, which project success is evaluated against. For example, number of services offered, number of volunteers supported, number of viewership
7. Financial feasibility and sustainability of the project
8. Evidence of other sources of funding for the project (remaining portion of project budget not funded by this grant)

Selection Process

Complete applications meeting the required eligibility will be assessed and a decision recommended to Council by a review panel. Applications will be rated according to the degree that they meet the assessment criteria.

As there is a limited funding pool for this program, those who meet eligibility are not guaranteed to receive funding. The review panel may also approve a grant but at a lesser amount than requested depending on the number of requests and/or available funding.

Notification

Groups will be notified of the outcome of their application via email within approximately 6 weeks of the application deadline. The first payment will be issued via cheque in full within 2-4 weeks of the notification of a successful application. Final payment will be issued after the final report is received, and all requirements are met.

Reporting

Applicants awarded grant funding will be held accountable for the expenditure of the funds in accordance with the stated objectives of their applications. Due dates will be indicated in approval documentation for successful applicants.

Progress Report

A progress report must be submitted 6 months after grant approval, detailing the expected completion of the project and a report on the progress of the project.

Final Report

A final report must be submitted to the Town of Grimsby within 60 days of the Grant end date.

Information to be provided in the Final report includes:

- Report on project outcomes. For example;
 - Results

- # of people engaged
- Testimonials
- Overview of challenges and future opportunities
- Project expense report and receipts for expenses covered by the grant
- Summary of the project and the impact on the community from the grant funds
- Photos of the project “in action” with permission for them to be shared on the Town Website and social media.

How to Apply

1. Fully review the Grimsby Community Development Grant Program Applicant Guide and Grimsby Community Development Grant Program Policy available online to ensure your project and organization meet the eligibility criteria.
2. Evaluate your project plan against the assessment criteria, and ensure that your proposed project meets the specified criteria.
3. Contact Town Staff (communitydevelopmentgrant@grimsby.ca) to confirm eligibility or if you have any questions.
4. The person submitting the application must have the authority to bind/commit to the organization.
5. Submit required applicant documents via email to communitydevelopmentgrant@grimsby.ca

Information required to apply:

Applicants are required to provide the following for a complete application

- Online Application form: includes organization details, project description, plan, etc.
- Organization Constitution or governing by-law: describes organizations governing policy or constitution.
- Budget Information: including the amount of funding requested and completion of a budget template to outline how funds will be spent. A budget statement must be signed by authorized personnel (e.g. board of directors or treasurer).

- **Financial Statement:** Upload your organization’s two most recent signed financial statements. Audited financial statements are required for requests greater than or equal to \$30,000.

Timelines

Grant Process	Dates
<i>Submission Deadline</i>	September 29
<i>Evaluation</i>	October – November
<i>Award</i>	November 30

Terms and Conditions

- Grimsby Community Development Grant is subject to funding availability and conditional on the approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed.
- The Town reserves the right to reject any grant request or application including those that meet all conditions as stated in this Policy in cases where the demand for grants is greater than the funding available for allocation, or the Town, in its sole discretion, is of the opinion that it is in its best interests that the grant request be rejected.
- Grant funding awarded may be lower than the requested amount depending on demand for the grant, and applications received.
- Approved grants or other types of assistance in any one year, or over several years, is not regarded as a commitment for future assistance and/or ongoing financial assistance.
- If grant funds are not used for the project/program indicated in the application:
 - The funds must be returned to the Town to the attention of the Treasurer within 30 days of notice, and,
 - If the funds are expended inappropriately or for a purpose other than the event/program/project indicated in the application, council may at its discretion disqualify the organization from all subsequent financial or in-kind assistance from the Town.
- Applications will only be accepted from eligible organizations and signed by officers of a Board of Directors, Executive Committee, or an authorized member of an organization that has the authority to bind an organization.
- Successful grant recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other

liability insurance requirements deemed necessary by the Town before a grant can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town will result in the cancellation of an awarded grant.

- h. The Town reserves the right to cancel awarded grant assistance without notice if the applicant violates any terms and conditions set forth in this policy or other legally binding agreements.
- i. Grant recipients must acknowledge funding support from the Town in communication materials, media coverage, and verbal promotion pertaining to the program or project being supported by the grant.