



Council Policy

Category: Community Services

Title: Community Project Grant Program Policy

Approved by: Committee Recommendation # CW-21-102
Council Resolution # C-21-71

Administered by: Parks, Recreation and Culture Department

Effective: April 19, 2021

1. Background

The Town of Grimsby recognizes and supports the important role that community organizations play in delivering programs, services and events that enhance the wellbeing of local residents. Guided by the Community Investment Policy, the Community Project Grant Program establishes the criteria for investment in community projects that deliver measurable benefits to residents and align with Council's Strategic Priorities and the goals of the Parks, Recreation and Culture Master Plan.

2. Purpose

The purpose of this Policy is to:

- Establish a program schedule and eligibility criteria for the Community Project Grant Stream under the Community Investment Policy.
- Provide one time funding for the start-up of an eligible organization, project or short term undertaking with a fixed completion date.
- Ensure that the grant process is carried out in a transparent and equitable manner that provides the greatest value for residents.

3. Application and Scope

This Policy applies solely to the Community Project Stream of the Community Investment Policy and does not establish criteria for additional Grant Programs. It provides the program schedule, eligibility, assessment criteria, reporting, selection process and conditions for local organizations seeking funding for Community Projects.

The conditions of this Policy apply in addition to those in the Community Investment Policy.

4. Program Schedule

- The Town will advertise a call for applications once per year in March.
- The application deadline will be at the end of April.
- Grantees have one year to use grant funds from their approval date.
- Funding requests cannot exceed \$2500.00 per year.
- The annual funding pool is determined by Town Council as part of the annual budget process.

5. Eligibility

5.1 Eligible Applicants must:

- Be categorized as at least one of the following:
 - Registered charitable organization
 - Incorporated not-for profit organization
 - Community club, sport organization or volunteer group with a volunteer board of directors and constitution that satisfies democratic principles.
- Have a minimum of 70% Grimsby Residency or offer a service for residents not offered by a local organization.
- Have a volunteer board of directors.
- Provide financial statements upon request.
- Be in good standing with the Town of Grimsby (not in default of previous grant reporting or have outstanding receivables).

5.2 Ineligible applicants

- 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 a secular project)
- Organizations or prospective organizations seeking to duplicate a service offered in Grimsby

5.3 Ineligible Costs

- Contributions to a large capital project
- Regular operating costs
- Debt retirement, deficit reduction, depreciation or financing charges
- Retroactive payments (cost incurred before the grant was approved)

- Top ups to shortfalls of government mandated programs (i.e. School, health programs)
- Secondary allocations (allocation of funds to another organization, including supporting fundraising activities for another organization)

6. Application Assessment Criteria

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

1. The extent to which the organization, program or project will benefit and contribute to the quality of life of Grimsby residents.
2. That the project, program or organization fulfil an unmet need or enhance an 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 successfully complete the requirements of the Grant.
4. Alignment with [Council's Strategic Priorities](#) and the 5 Goals of the 2019 [Parks, Recreation and Culture Master Plan](#):
 - i. Accessible & Inclusive: To ensure community facilities, services and programs are accessible and inclusive of all.
 - ii. Partnership & Collaboration: Build capacity and promote healthy lifestyles through partnerships and collaboration.
 - iii. Communication & Engagement: Increase user retention and growth through the implementation of strategic communication efforts.
 - iv. Innovation and Building Capacity: Be an innovative leader in developing and providing recreation and cultural services that promote healthy lifestyles and wellbeing.
 - v. Optimization of Infrastructure, Programming & Service Delivery: To efficiently deliver Parks, Recreation and Cultural Services.
5. Evidence of community support, including but not limited to:
 - a. Number of volunteers or volunteer hours committed to the organization or project
 - b. Fundraising and existing financial resources dedicated to the project
 - c. Partnerships and collaboration between other local organizations
6. Financial feasibility and sustainability of the project

7. The extent that the project is original in its nature (repeat or similar projects previously awarded through the program will be considered secondarily).

7. Reporting Requirements

Applicants awarded grant funding will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans of their applications. Reports must be submitted to the Town of Grimsby at the end of November for the same year in which the funding was awarded. Organizations whose projects fall near or after the reporting deadline will be granted an extension on an as needed basis.

8. Selection Process

Complete Grant Applications will be assessed and recommended to Council by the Community Project Grant Review Panel consisting of the following staff members or designate:

- Director of Parks, Recreation and Culture
- Recreation Supervisor, Community Development
- Culture Representative
- Finance Representative
- Administration Representative

Ultimately Council has the sole discretion on the approval of all funding requests through the CPGP as per their responsibilities identified in the Community Investment Policy.

9. Terms and Conditions

- a) Community Project Grants are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed;
- b) The Town reserves the right to reject any grant request or application including those that meet all conditions as stated in this Policy or an applicable Standard Operating Procedure (SOP). For example, the Town may reject grant requests 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;

- c) Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support;
- d) In the event that grant funds are not used for the project/program indicated in the application:
 - a. The funds must be returned to the Town to the attention of the Treasurer; and,
 - b. If 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.
- e) Applications will only be accepted from eligible organizations and signed by an officer of a Board of Directors, Executive Committee, or an authorized member of an organization that has the authority to bind an organization;
- f) 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 shall result in the cancellation of an awarded grant. The Town reserves the right to cancel awarded grant assistance without notice if the applicant is in violation of any terms and conditions set forth in this Policy or other legally binding agreements;
- g) Grant recipients must acknowledge funding support from the Town in all communications materials, media coverage, and verbal promotion pertaining to the program or project being supported by the grant.

Revision History

Date	Description
2021/04/19	Approved
[yyyy/mm/dd]	