



JIM WRIGHT MEMORIAL FUNDING PROGRAM GUIDELINES

1.0 Purpose

- 1.1** The purpose of the Jim Wright Memorial Recreation Fund is to provide assistance funding and/or facility fee reductions for local community groups whose primary purpose is to provide community based, non-traditional leisure related activities to the Grimsby community.

The intention of the program is to provide support to an organization towards creating a sustainable community leisure opportunity that provides valuable services and opportunities to residents within the Town of Grimsby.

2.0 Funding Objectives

- 2.1** Seed Funding provides start-up funding related to the development of a group. Funding will decrease over a maximum two year period with no funding provided after the second year.
- 2.2** Project Funding provides one-time funding related to a specific project or event which is of significant benefit to the Town of Grimsby in terms of economic impact, community responsiveness and/or enhancement of the image of the Town.
- 2.3** Operating Funding provides financial support for the ongoing operation of an organization providing a significant new service to the Town of Grimsby (e.g. Public event). Funding will be restricted to short term operation needs of community organizations and not existing operating expenses.
- 2.4** Youth Development Funding provides support to individuals in need of assistance and/or financial aid to participate in a community recreation program/activity. This category of the program is managed confidentially between staff and the client using the Fee Assistance Policy as a guideline.

3.0 Eligibility Criteria

- 3.1** Applicants must be a Not for Profit or Charitable Organization.
- 3.2** The applicant organization must have an active volunteer Board of Directors or Executive Committee and hold regular meetings. Applications from individuals will not be accepted.
- 3.3** The mandate of the applicant organization must be closely linked to community recreation and/or leisure.
- 3.4** Funding/waivers are not generally available to programs, projects or services that could legitimately be included in the budgets of Recreation Services, or other Town budgets.
- 3.5** Total Funding request cannot exceed \$2500.00 in cash or in kind. Town of Grimsby may offer partial funding alternatives.

- 3.6** Applicants may apply for funding in 2 consecutive years at the maximum. Continual funding for the same project is not the intention of this program.
- 3.7** Organizations must include evidence that: a) more than 60% of their active participants /members are residents of the Town of Grimsby, b) the service or project provided by the group provides a unique benefit to the citizens of the Town of Grimsby, which responds to the stated purpose of funding assistance.

4.0 Funding Approval Criteria

- 4.1** Funding will be considered on an annual basis. Support will be based on the need demonstrated through a Financial Statement/ Business Plan, letters of support from professionals/citizens associated with the initiative, the alignment with the Town of Grimsby corporate priorities and with the intent to share limited funds with a broad number of groups rather than a limited number of repeat organizations.
- 4.2** The organization is required to provide a detailed budget showing total operating budget, including all other funding sources. Evidence of fund raising, other than Town funds, should be demonstrated.
- 4.3** The applicant must show that the service or project is needed and not in conflict with a like service provided by either the Town of Grimsby or another organization within the community.
- 4.4** Funding assistance requests must demonstrate financial need and should indicate the impact on the activity if funding is not received.
- 4.5** The project or service must not exclude anyone from participation, either as an active player/member or as a spectator, depending on the nature of the activity.
- 4.6** Ineligible requests for grants include: donations to an individual, travel costs, banquets, receptions or entertainment costs.
- 4.7** Consideration will only be given to waiving costs associated with the renting of Town of Grimsby facilities.
- 4.8** Organizations are encouraged to look at alternative means of offsetting facility costs (other than fee waivers/funding assistance) when planning events of a similar nature on an annual basis.
- 4.9** The Recreation Services Committee may request a delegation attend a Recreation Services Committee meeting to present and discuss their application.

5.0 Application Process

- 5.1** Funding requests must be submitted to the Department using the application form. Applicants may attach additional information as needed. Do not submit any original documentation or photographs, as the application will not be returned.

- 5.2** Requests will be reviewed by the Recreation Facilities and Culture Department, and a staff recommendation will be submitted to the Recreation Services Committee for review. Please note that Committee agendas are public information, so your application is accessible to the public when it goes through the Committee agenda.
- 5.3** Allocations will be approved at the Recreation Services Committee, subject to availability of funds and the review of the request.
- 5.4** Staff will notify the applicant of the outcome of the request once the decision is made final.
- 5.5** The approval process for a request may take 60-90 days for completion. Funding for activities and events that have already occurred will generally not be considered.
- 5.6** Exceptions to the criteria in this policy may be considered from time to time by the Director or Recreation, Facilities and Culture and the Recreation Services Committee.

6.0 Approved Projects

- 6.1** Approved projects shall recognise the Town of Grimsby as a sponsor in related advertising for an activity or program.
- 6.2** All successful funding requests must submit a follow up report to the Director of Recreation, Facilities and Culture no more than 60 days post event/activity, or by the end of the year in which the funding was received. The follow up report shall include a summary of the use of the funding, and the outcomes of the project.

Date of Origin: 2001 (approved via Recreation Services Committee)
Revised: October 2017
Maintained by: Recreation Director
Review: As needed