TOWN OF GRIMSBY

GRIMSBY COMMUNITY DEVELOPMENT GRANT PROGRAM

APPLICATION GUIDE

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Grimsby Community Development Grant Program Application Guide

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 will cover 30% of eligible project costs up to a maximum of the council approved funding amount. Applicant matching for this grant must be cash contributions. This grant is not intended to replace existing/committed funding but to enhance/expand the project scope.

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).

Applicant Eligibility

Please review the criteria below before beginning 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 frameworks 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 the board (role, appointment, renewal etc.)

- Policies for board and management (scope of board responsibilities, the 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:

- Facility construction/renovation

- Equipment/vehicle

- Facility or equipment rental and permits

- Supplies and materials

- Marketing

- Entertainment and speakers

- Incremental wages and contracted services related to the project

- Contributions to an existing capital project to enhance/expand project scope e.g. (project management, 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/or 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 etc.

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;

    o Results

- o # of people engaged

- o 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 the project and organization meet the eligibility criteria.

2. Evaluate the project plan against the assessment criteria and ensure that the proposed project meets the specified criteria.

3. Contact Town Staff (communitydevelopmentgrant@grimsby.ca) to confirm eligibility or if there have any questions.

4. The individual 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

- Application form: includes organization details, project description, plan, project budget etc.

- Organization Constitution or governing by-law: describes organization's governing policy or constitution.
- Financial Statement: Upload the organization's two most recently signed financial statements. Audited financial statements are required for requests greater than or equal to $30,000.

Guide to completing the Application Form:

This section provides information on how to complete the various sections of the application form.

Application Eligibility:

1. **Legal name of applicant:** The name of the incorporated business or organization.

2. **Applicant mailing address:** complete mailing address where the organization is located.

3. **Board of directors/organizing committee:** First and last name of 5 key board members and their positions/titles.

4. **Not-for-profit vs Registered Charity**:

   a. *Not-for-profit organizations refer to associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.*

   b. *Registered Charity refers to organizations, public or private foundations whose resources are used for charitable activities including relief of poverty, advancement of education, and other purposes that benefit the community.*

5. **Registration number:** This is the business number of the organization. It is a unique 9-digit number assigned by the Canada Revenue Agency.

6. **Good standing with the Town of Grimsby:** Applicant is not in default of previous grant reporting requirements or has amounts owed past 30 days.

7. **Description of the Organization:** Provide the objectives, mandates, core activities, and/or key products/services provided by the organization. Include details on the organization's structure and how it is governed (e.g. board of directors). Identify the population that the organization primarily serves.

Project Information:

8. **Primary contact for the application**: This is the lead for the project or the main contact that all communication regarding the grant will be directed to.

9. **Alternate contact**: This is a secondary contact that will be contacted in the event the primary contact cannot be reached.

Project Information:

10. **Project Name:** Provide a short project name that reflects the nature of the project.

11. **Project Description and Objective(s):** Describe what the project will achieve, how the project will be achieved, community that the project will benefit, including

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the community need that the project will address.

The objectives of the project are the organization's reasoning for undertaking the project. Be sure to include strategies or steps in place to achieve project objectives. Key project partners and their involvement can also be included.

12. **Project Benefit:** Explain the resulting impact of the project on the community. This could be community support, economic benefits, accessibility improvements etc.

13. **Impact of Grant support on the project plan or long-term initiative:** Describe the impact the grant will have on the project or the long-term initiative of the organization.

14. **Estimated Start Date of Project:** This is the first day anticipated to incur expenses for the project. If the project is already ongoing, please use the estimated start date the project began. Otherwise, please use the estimated start date of January 1. Note that this grant does not cover retroactive expenses and does not displace dollars that have already been committed to the project.

15. **Estimated End Date of Project:** This is the last day anticipated to incur expenses for the project.

Project Success:

16. **Project Risk and Mitigation Strategies:** List risks and mitigation strategies associated with project activities. All projects, because they are future events, contain risk.

- *Risk: identify risks (uncontrollable aspects of the project) associated with key activities listed in the work plan, which could lead to the project being delayed or not completed successfully. Typical project risks include weather-related delays, transportation delays, supply issues, and funding shortfalls if unconfirmed funding does not materialize.*

- *Mitigation Strategies: Identify mitigation strategies for each identified risk. Mitigation strategies are actions the applicant will use to reduce or eliminate the risk. An example of a mitigation strategy would include alternative transportation/delivery sources in case weather, or other delays would cause significant issues for the project.*

17. **Capacity to Execute:** Describe the organization's internal capacity to manage and execute the project. This can include a short detail of the experience/background of the key project leadership team. Where relevant, include details about community or volunteer support for the project.

18. **Project success – performance target & measurable indicators**: provide details of performance targets the organization has set that will determine the success of the project. For each performance target, indicate specific measurable

indicators.

- ***Performance target***: *these are specific planned results for the project.*

- ***Measurable indicators***: *these are quantifiable measures of performance of the project. These could include the number of residents impacted, number of volunteers engaged etc.*

19. **Alignment with Council Strategic Priorities**: Describe how the project aligns with the Town of Grimsby's Council Strategic Priorities. Please note that the strategic priorities of council change, with each newly elected council. Council Strategic Priorities can be found on the Town of Grimsby's website.

20. **Community Support**: Describe the community support that exists for the project. Indicate the benefits, or how the support enhances the project. Community support can be number of volunteers or volunteer hours committed to the project, partnership or collaboration with other local organizations etc.

Project Funding:

21. **Project budget by Category**: Review the eligible costs for the grant and fill out the budgeted amount in the applicable category. The maximum funding that can be requested is 30% of the applicant project cost up to the council-approved amount.

All project costs must fall under the standard cost categories and be directly attributable to the project to be eligible.

Cost Category	Description
Facility Construction/Renovation	Costs related to construction or renovation of a building/facility.
Equipment Purchase/Installation	Purchase of machinery and equipment, cost for equipment installation and rental of equipment/machinery.
Project Management/Professional Services	Fees for third-party support for the project related to professional services such as consulting, legal, engineering, project management etc.
Incremental Wages/Contracted Services	Incremental wages for staff required as a result of the project. Regular staff wages are not eligible. Contracted services can include third-party support hired for the project
Supplies/materials	Consumables that would be used throughout the course of the project

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	e.g. stationary
Marketing	Advertising costs as related to the project.
Entertainment	Cultural/traditional demonstrations, music, dancing, rental of speakers etc. related to the project.

22. **Funding Sources:** List all the funding planned for the project. This includes confirmed or anticipated funding. Indicate the organization/source of funding, the amount of funding and the status of confirmation. Use the drop-down arrow to indicate whether the status is to be requested, estimated, or confirmed.

Note: Total project costs and total funding requested must be equal.

Project Funding:

23. **Modified Funding**: Due to the number of applications received, a modified amount, different from the requested funding noted in the application submission may be awarded. If so, specify how the project may be impacted. This can include a change in project scope, seeking additional funding etc.

Timelines

Grant timeline will be posted on the Town of Grimsby website.

Terms and Conditions

a. 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.

b. 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.

c. Grant funding awarded may be lower than the requested amount depending on demand for the grant, and applications received.

d. 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.

e. If grant funds are not used for the project/program indicated in the application:

i. The funds must be returned to the Town to the attention of the Treasurer within 30 days of notice, and,

ii. 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.

f. 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.

g. 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.

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