



# Town of Erin Community Grant Policy

Section: Finance

Policy#: F2024-02

Date Approved: 04/25/2024

Community Grant Policy

Revision Date:

Review Date:

## 1. POLICY STATEMENT

- 1.1 The Town of Erin has a vested interest in supporting our not-for-profit, charitable and youth organizations. The Town desires to support these organizations through the provision of limited financial support to groups offering community programs and services.
- 1.2 This policy will enable the Town to proactively invest in eligible organizations and positively contribute to community wellbeing.

## 2. PURPOSE

- 2.1 The purpose of this policy is to improve the wellbeing of individuals, neighborhoods and the Town of Erin as a whole. By directing funding to non-profit organizations, the initiatives undertaken by recipients advance the Town's goals.
- 2.2 To ensure that the process of selecting organizations and allocating funds is based on the merits of applications and that it is transparent, consistent and easy to understand.
- 2.3 To ensure that an effective system of accountability is established and maintained by the Town so that funds received by organizations are utilized efficaciously.

## 3. DEFINITIONS

- 3.1 "**Grant**" means a sum of money given by the Town of Erin for a particular purpose.
- 3.2 "**Grant Application**" refers to the application form required to be completed in order to receive funding through the Town of Erin Community Grants Program.
- 3.3 "**Grant Agreement**" is the legal agreement that is signed after an organization is deemed to be worthy of a community grant.
- 3.4 "**Grants Review Committee**" means the Council appointed committee, supported by staff, with the authority to assess grant applications to the Community Grants Program and recommend the allocation of funds within the approved Community Grants Budget.
- 3.5 "**Activity**" includes programs and/or events that have an appeal, a theme, a public profile and public access on a free and/or paid basis. Activities must be reoccurring (e.g. annually or seasonally).
- 3.6 "**Event**" is a one-off activity or celebration, typically taking place over a specific period of time. Rallies are a form of event.



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3.7 **“In Good Standing”** is an organization that is not in litigation with the Town. The organization must be current on its accounts receivables. The organization must have all relevant property taxes owed to the Town paid.

3.8 **“Not-for-Profit”** is an organization that:

- Is not focused on accruing profit;
- Is without share capital, which means that the organization does not issue ownership shares;
- May not distribute any profits to its staff or volunteers, management or directors;
- Must use any and all profit exclusively for the purposes of the not-for-profit;
- Can include both charitable and non-charitable organizations.

*Organizations may demonstrate their not-for-profit status through letters patent or a combination of organizational documents.*

3.9 **“Other Levels of Government”** include:

- Crown Agencies and Corporations (Federal and Provincial);
- Hospitals;
- School Boards;
- Universities, Colleges and Post-Secondary Institutions;
- Community Care Access Centres;
- Local Boards; and,
- Boards of Health

3.10 **“Volunteer Community Groups”** is a group that provide services for no financial reason or social gain to benefit another person, group or organization.

3.11 **“Performance Measure”** A performance measure quantifies the achievement of a desired result. For this policy, applicants will be required to provide some performance measures on the application. If they are successful using the grant effectively they are expected to report the actual performance results after the grant has been spent. Measures should answer each of the following:

- What was achieved? (e.g. the number of participants who attended a program).
- How effectively was it achieved? (e.g. the number of participants who successfully completed the program funded).



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- What difference did the grant by the Town make? (e.g. The number of residents who applied to the program reported a higher happiness than before).

## 4. AUTHORITY

4.1 This policy will be under the jurisdiction of the Council.

## 5. SCOPE

5.1 This policy applies to:

- All applicants to the Community Grants Program;
- Staff responsible for providing the Community Grants Program;
- Members of the Grants Review Committee;
- Town of Erin Council members.

## 6. ELIGIBILITY

6.1 In order to apply to the grant programs the applicant must be providing local services, products, programs, or activities that benefit the Town and its residents.

6.2 The applicant must be an incorporated not-for-profit organization, or be partnered with an incorporated not-for-profit; OR

6.3 meet ALL of the following requirements:

- The organization must have a volunteer board of directors;
- The organization must be in operation for at least a year;
- The organization must be located within the Town of Erin or at least be composed mostly of members who are residents of the Town of Erin;
- The organization must be in compliance with all applicable legislation, regulations and by-laws under its governing bodies.

## 7. WHO THE GRANT PROGRAM WILL NOT FUND

7.1 The community grant will not fund the following:

- Any for-profit organizations and start-ups;
- Other levels of the government;
- Any faith-based or political organization;
- Any organization that is a provider of medical treatment services;
- Any educational institution;



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- Organizations whose activities may or have been found to have breached the Ontario Human Rights Code or Charter of Rights.

## 8. GRANTS REVIEW COMMITTEE

8.1 At the beginning of each year, Council shall appoint the Mayor and one other Member of Council to the Grants Review Committee in addition to the Chief Administrative Officer (CAO), Director of Finance & Treasurer, and Parks & Recreation Officer. The CAO may appoint two additional senior management staff to the Committee.

## 9. CRITERIA

9.1 Applicants to the Community Grants Program must demonstrate to the Town that the aims, objectives, and activities of the Application are of benefit to the community and support the priorities of Council. Eligible organizations can apply for small operating, project or capital grant funding. This means community grants may be used for core operating funding, one-off events, special programming, or for small capital items.

9.2 All applications that are submitted by eligible organizations will be assessed against the following criteria:

- Benefits the Town and its residents and aligns with the Community Grant Program goals. The organization must demonstrate how their impact positively contributes to the lives of residents.
- Evidence of other funding sources. This support may include:
  - Additional financial and non-financial resources obtained from other sources;
  - Details of the number of volunteers that will be involved in the operations;
  - Collaboration/partnership with other organizations specifying between non-profit and for-profit.

9.3 The applicant must provide their past projects to understand their scope of work and the sustainability of the project undertaken by the organization. Additionally, the Town will judge if the organization has the ability, skills and capacity to complete the project.

9.4 Evidence showing that the applied organization needs the funding. Organizations that have budgets or financial statements indicating a significant surplus will be required to provide explanations of how the surplus will be used.



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- 9.5 How the organization and its programs will support equity-deserving communities in the Town of Erin.
- 9.6 Grant amount requested by the applicant to the Town of Erin and the remaining amount of funding for the program.

## 10. FUNDING AMOUNT

- 10.1 Grants will be allocated to a maximum of \$3,000 per applicant, per year. A maximum of \$30,000 for all recipients may be allocated beginning in the year 2025.
- 10.2 The total amount of funding available shall be reviewed annually as part of the Town's Operating and Capital Budget process.

## 11. GRANT PROCESS AND PROCEDURE

- 11.1 Funding request "applications" are to be submitted to the Director of Finance & Treasurer by January 31<sup>st</sup> of the application year. The application form and Community Grant Policy will be made public on the Town of Erin's website: <https://www.erin.ca/living-here/community-resources/community-grant-applications>
- 11.2 The Director of Finance & Treasurer will review the application for completeness. Applicants will be asked to provide any missing information, which must be received by the Director of Finance & Treasurer before the application is presented to the Grants Review Committee for consideration.
- 11.3 Applications meeting the eligibility criteria will be submitted to the Town's Grants Review Committee for review and recommendation. The Grants Review Committee will provide a written report to Council containing their recommendations for grant funding. Council has final authority to approve or revise the recommendations, and award the annual grants.
- 11.4 The total funding available for allocation to organizations in a given year shall be in accordance with the amount approved by Council in the Town's annual budget. Once the budget has been approved, no further applications will be considered for that year.
- 11.5 Upon passage of the grant allocation resolution, the Director of Finance & Treasurer will release funds as directed. All applicants will be notified of Council's decision, in writing, by the Director of Finance & Treasurer.

## 12. EVALUATION OF APPLICATION

- 12.1 All grant applications will be assessed based on the following criteria:



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- Alignment with the Town of Erin’s Strategic Plan and Value Statements;
- Community Impact;
- Merits of the funding request;
- Organizational profile; and,
- Organizational finances

12.2 Grant applications will be assessed by staff for review by the Grants Review Committee or Council as appropriate.

### 13. NOTIFICATION OF APPLICATION STATUS

13.1 Applicants will be notified of the status of their application, unless otherwise advised.

13.2 All grant recipients will be required to sign the Grant Agreement before funds are released to the applicant.

13.3 Grant recipients may be subject to an audit by the Town of Erin to verify the recipient has complied with the funding conditions and agreement requirements.

### 14. ACCOUNTABILITY & REPORTING

14.1 Successful recipients of financial aid from the Community Grants Program must report on how the funding was spent if reapplying to the Community Grants Program in a subsequent year.

14.2 Grants may not be used for any other purpose than those approved by the Council. If reports from grant recipients show that a grant was used for a purpose other than that which was approved by the Town, or was not expended in the fiscal year it was awarded, the Town may request the grant be repaid in full or in part.

### 15. WAIVER OF USER FEES AT MUNICIPAL FACILITIES

15.1 The Town of Erin’s user fees provide reduced rates for non-profit, community and youth organizations and therefore rental fees for the Town’s facilities will not be waived under this Policy.