

	Policy:	Municipal Grants
	No.:	FIN-05
	Effective Date:	8 April 2025
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	Review Date:	April 2030

1.0 POLICY STATEMENT

The Township of Lanark Highlands recognizes the valuable contributions of individuals, groups, and teams that represent and highlight the Municipality at events. Many programs and services are delivered through the volunteer efforts of non-profit community organizations and registered charities, which enhance the life experiences of citizens while complementing and often supplementing programs beyond the Municipality's capability.

Municipal Grant funding and in-kind support reflect Council's commitment to collaborating with these non-profit volunteer community organizations and registered charities to provide beneficial programs and services to the community.

This policy establishes the eligibility requirements, expectations, and the application and review process for Municipal Grant funding and in-kind support.

2.0 SCOPE

This policy applies to all non-profit volunteer community organizations and registered charities seeking financial assistance or in-kind support through the Township of Lanark Highlands' Community Grant funding program. It outlines the eligibility criteria, application requirements, review process, and expectations for recipients to ensure alignment with municipal priorities and responsible use of public funds.

3.0 DEFINITIONS

In this policy:

Council shall mean the duly elected Municipal Council of the Township.

Grant shall mean a sum of money given by the Township of Lanark Highlands for a particular purpose.

In-kind Contributions shall mean the provision of municipal property, facilities, materials, or resources to an applicant without the exchange of cash funds. While these contributions do not involve direct financial transactions, they may result in expenses or loss of revenue for the Township.

Municipal Grants Committee means a Council appointed committee, supported by relevant staff, with the mandate to assess applications to the Municipal Grants Program and recommend the allocation of funding within the approved Community Grants budget.

Township shall mean The Corporation of the Township of Lanark Highlands.

4.0 ROLES AND RESPONSIBILITIES

Municipal Grants Committee

4.1 The Municipal Grants Committee, as outlined in its Terms of Reference (Schedule A), is responsible for reviewing applications and recommending funding for eligible applicants.

Council

4.2 Council is responsible for the final approval of grant funding allocations based on recommendations from the Municipal Grants Committee.

4.3 Council may also review and approve in-kind contributions requests that require significant municipal resources or staff time as identified by staff.

Staff

4.4 Municipal staff provide administrative support to the Committee and Council by managing the application intake and review process, ensuring compliance with policy requirements, preparing reports and recommendations, and overseeing the distribution and financial tracking of approved grants.

4.5 Municipal staff shall review and assess all in-kind contribution requests to determine feasibility, resource availability, and operational impact.

4.6 Staff shall have the authority to authorize routine in-kind contributions that fall within municipal capacity. Staff shall provide Council a notice of approved requests through regular report.

4.7 In-kind requests requiring significant municipal resources will be shared with Council for their consideration.

5.0 SPECIFIC DIRECTIVES

Community Grants Eligibility and Purpose

5.1 The Township of Lanark Highlands may, at Council's discretion, provide direct monetary grants to eligible non-profit volunteer community organizations, registered charities, individuals, groups, or teams located within the geographical limits of Lanark Highlands to support:

- a) General operating and capital expenses, including administrative costs and program-related expenses for organizations.
- b) Activities, events, or functions that primarily occur within the municipal boundaries and provide economic, social, or cultural benefits to the community.
- c) Programs, activities, or initiatives that address a community need, respond to an underserved demand, or enhance the Municipality's positive image.
- d) Emergency assistance for programs or services responding to urgent community needs or natural disasters (e.g., fire, flood, earthquake).
- e) Financial support for individuals, groups, or teams to participate in recognized regional, provincial, national, or international championships.

Restrictions on Grant Funding

- 5.2 Organizations must request a grant amount of \$500 or more. Organizations who request funds less than \$500 will not be accepted.
- 5.3 Organizations may only submit one community grant application per calendar year.
- 5.4 If the approved programs or services are not initiated or completed and any municipal funds remain unspent, or the programs and services are completed without utilizing the full amount of Municipal funding, the unused funds will be returned to the Municipality.
- 5.5 The granting of assistance in any year shall not be considered a commitment to providing grant funding assistance in future years; and
- 5.6 Funding must be used exclusively for the approved and within the designated fiscal year.
- 5.7 The Municipal Grant Program is not intended to provide funding:
 - a) On a retroactive basis for events that have already occurred. These requests shall be directed through the budget as a line item in the appropriate circumstance.
 - b) To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
 - c) To organizations aligned with any political party, or to support programs or services which are political in nature;
 - d) To support programs or services which are operated under the authority of another level of government, such as social services;
 - e) As donations to charitable causes;
 - f) As a replacement for other funding sources;
 - g) For debt retirement;
 - h) To an applicant that has an overdue amount owing to the Municipality;
 - i) To endowment funds for sectarian, religious, or political purposes; or
 - j) To individuals to provide money for fundraising activities.

Application

- 5.8 The Grant Program application form (Schedule B) is available through the Community Affairs Department and on the Municipality's website. Applications are accepted annually from September 1st to October 31st. If October 31st falls on a weekend, the deadline will be extended to the next business day at 4:00 p.m.
- 5.9 Only fully completed and legible applications that meet all stated requirements will be considered. Applications must be submitted by 4:00 p.m. on the deadline date to be eligible for consideration.
- 5.10 Incomplete applications or those received after 4:00 p.m. on the deadline date will not be eligible for consideration.

Application Requirements and Expectations

- 5.11 All grant applications must align with the evaluation criteria outlined in the matrix (Schedule C), which assesses applications based on program merit, community service

impact, and financial need.

- 5.12 Applicants must submit a complete application package demonstrating the following:
- a) Program Merit – The proposed initiative is well-planned, achievable, and aligns with municipal priorities, ensuring the effective use of municipal funds.
 - b) Community Support and Benefit – The program or service must have demonstrated community support and contribute to the well-being of Lanark Highlands residents. Applicants must show how the initiative addresses an identified community need, responds to an under-served demand, or enhances the Municipality’s image.
 - c) Financial Plan and Need – The applicant must:
 - i. Demonstrate a financial need, confirming that adequate resources are not available from other sources.
 - ii. Provide financial statements indicating the organization's revenue and expenses.
 - iii. Submit audited financial statements for the previous year, if available.
 - iv. If requesting grant funding for a specific event or project, provide separate financial statements detailing the event’s/project’s revenue and expenses.
 - d) Organizational Information – Applicants must provide details about their organization, including its purpose, programs, and services, to establish its credibility and alignment with municipal grant priorities.
 - e) Municipal Recognition – If an applicant received a grant in the preceding year, they must confirm that the Municipality’s financial support was acknowledged in all relevant information related to the funded activities, as required by this policy.

Review Process

- 5.13 Staff will use the application requirements as conditions when screening each application to distinguish whether the application is completed in full.
- 5.14 Applications that comply with all the requirements stated in the policy will be considered by the Municipal Grants Committee during the establishment of the annual budget, with the support of the scoring matrix (Schedule C) to guide the review and evaluation process.
- 5.15 Applications that do not comply with all the requirements stated in the policy will not be considered for funding.
- 5.16 A report summarizing the compliant submissions will be provided to the Municipal Grants Committee for their review and consideration. The recommendations of the Municipal Grants Committee will be provided to the Committee of the Whole and ultimately to Council for a decision.
- 5.17 Applicants will be notified of the scheduled meeting date when their application will be reviewed by Council. The Committee of the Whole or Council may invite applicants to attend as a delegation to present their application and provide additional information, with a maximum presentation time of 10 minutes per organization.
- 5.18 Applicants will be notified of any allocation awarded following final Council approval of the annual budget.
- 5.19 The awarded funding will be dispersed approximately one month following final approval with larger grants receiving quarterly payments as determined by the Treasurer, unless

other specific conditions are recommended and approved by Council.

5.20 Grant recipients will be required to acknowledge the support of the Township in all advertising, publicity, programs, and signage for which funds are granted.

5.21 The recipient may not represent the Township as a partner or hold the Township responsible for any obligations relating to the grant initiative.

Reporting Requirements for Successful Applicants

5.22 Successful applicants shall provide a completed project report outlining the project outcomes and a statement of expenditures, confirming the allocation of the funds granted.

5.23 The project report must be received within two months of project completion.

5.24 Failure to meet reporting requirements may impact future funding eligibility.

In-Kind Contributions

5.25 The Township may provide in-kind contributions to eligible non-profit volunteer community organizations, registered charities, individuals, groups, or teams located within the geographical limits of Lanark Highlands that meet the same eligibility requirements as community grant applicants outlined in section 5.1.

5.26 Applicants seeking an in-kind contribution shall complete the In-Kind Contribution Request Form (Schedule D) and submit it to the Community Affairs Department.

5.27 Applications for in-kind contributions may be submitted at any time throughout the year and will be reviewed based on availability and municipal capacity. Requests should be submitted with sufficient lead time to allow for review and planning.

5.28 Staff shall review in kind request to determine feasibility, resource availability and operational impact.

5.29 Routine in-kind contributions that fall within Township capacity may be approved by staff.

5.30 Request requiring significant municipal resources or staff time shall be referred to Council for approval.

5.31 Approved in-kind contributions shall be shared with Council in the department's regular reporting.

5.32 Recipients of in-kind contributions may be required to publicly acknowledge the support of the Township in promotional materials, event signage, or other relevant communications, as determined by Staff.

6.0 REFERENCE DOCUMENTS

Township of Lanark Highlands Procedural By-Law No. 2024-1935

Schedule A

Municipal Grants Committee Terms of Reference

1) PURPOSE

The Lanark Highlands Municipal Grants Committee is a Standing Committee of Council responsible for recommending the allocation of municipal grant funding to eligible organizations. The committee ensures that grant distribution aligns with the Municipal Grants Policy and the approved budget, providing recommendations to Council for final approval.

2) MANDATE

The Lanark Highlands Municipal Grants Committee is responsible for providing recommendations and advice to Council on grant funding, including but not limited to:

- Recommending the distribution of grants to non-profit organizations in accordance with the Lanark Highlands Municipal Grants Policy, as amended from time to time.
- Advising Council on the annual grant budget, ensuring alignment with municipal priorities and available resources.
- Researching and recommending updates to the Municipal Grants Policy as needed to maintain its effectiveness and relevance.

3) TERM

Members shall serve a four-year term, aligning with the term of Council, and shall be appointed by Council at a meeting held shortly after the commencement of a new Council term.

4) COMMITTEE STRUCTURE

Composition

4.1 The Municipal Grants Committee shall be composed of the following members:

- **One (1) member of Council**, appointed by Council.
- **Four (4) members of the public**, appointed by Council, with consideration for geographic diversity across the Township.
- **The Manager of Facilities/Community Affairs**, serving as the designated staff representative, with the following roles:

- Non-voting member.
- Clerk of the Committee, responsible for ensuring compliance with the Township's procedural by-law.
- Administrative support, including preparation of agendas, minutes, reports, and recommendations.

Additionally:

- The Committee shall elect one (1) member as Chair and one (1) member as Vice-Chair from among its appointed members.

The Committee member eligibility and selection criteria is included as Appendix "A".

Quorum

4.2 Quorum shall be a simple majority of the total number of Committee members (i.e., 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.

4.3 The committee shall follow the Procedural by-law for procedures upon which quorum is affected under various circumstance.

5) MEETINGS

5.1 The Municipal Grants Committee shall meet on an annual basis as required. The committee shall be responsible for setting the meeting schedule as per the Township's Procedural By-law for providing notice.

5.2 Meetings may also be convened at the Call of the Chair subject to the Township's procedural by-law and public notice requirements.

5.3 The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality's meeting procedures. Specifically, the Chair shall be responsible for:

- Calling meetings to order;
- Conducting meetings in accordance with the municipality's Procedural By-law;
- Encouraging an informal atmosphere to encourage the exchange of ideas;
- Acting as spokesperson; and
- Representing the Lanark Highlands Municipal Grants Committee when necessary.

6) STAFF AND SUPPORT SERVICES

6.1 Staff and support services shall be limited to the resources provided by the Manager of Facilities/Community Affairs.

7) BUDGET

7.1 The Municipal Grants Committee's recommendations shall inform the annual budget, with final approval determined by Council.

7.2 Incidentals, community meetings, food and beverage (where appropriate) shall come from the appropriate departmental budget.

8) REMUNERATION

All members of the committee shall serve without remuneration.

9) RESOURCES

Procedural By-Law
Policy F-05 Municipal Grants

APPENDIX "A"

MUNICIPAL GRANTS COMMITTEE SELECTION CRITERIA

1. The Council of the Township of Lanark Highlands shall use the following criteria in selecting members to serve on the Municipal Grants Committee:
 - The Committee shall be comprised of individuals who have a wide range of skills and wish to serve their community by volunteering time for the betterment of the Township of Lanark Highlands.
 - In selecting Committee members, Council shall strive to achieve gender equality, geographic diversity and representation from various cultural and recreational groups.
 - Demonstrated commitment and connections within their own community/ networks.
 - Business or governance experience on other boards, committees or community groups.

2. Prospective members must:
 - Work in a co-operative manner with other Committee members,
 - Commit to a four (4) year term,
 - Attend the annual Committee meeting as required, and;
 - Attend special meetings, or meetings of Council, as may be required.

APPENDIX "B"
COMMITTEE APPLICATION FORM

Name:

Address:

Phone:

Email:

Employer's Name and Address:

Are you available to meet during the day?:

Are you available to meet during the night?:

Please summarize your experience with and/or interest in Community Affairs in Lanark Highlands;

Why are you interested in joining the Lanark Highlands Municipal Grants Committee?

Please briefly explain your past experience as a volunteer board or committee member. Also list any other experience that would be an asset.

What skills and knowledge would you bring to our committee? Please indicate your experience in the following areas – very experienced, some experience or no experience.

1. Community programming and services:

Very Experienced	Some Experience	No Experience
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2. Program planning and evaluation:

Very Experienced	Some Experience	No Experience
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3. Financial management and control (budgets/accounting):

Very Experienced	Some Experience	No Experience
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4. Strategic planning:

Very Experienced	Some Experience	No Experience
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5. Communication, public and media relations:

Very Experienced	Some Experience	No Experience
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6. Special events (planning and implementing):

Very Experienced	Some Experience	No Experience
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7. Other relevant skills and knowledge:

Very Experienced

Some Experience

No Experience