

# Town of Teulon

## POLICY and PROCEDURES

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### 1) Purpose:

It is recognized that the Town of Teulon receives grant requests from organizations annually. The grants may be accessible, subject to Council approval and budget limitations, to non-profit groups to assist in offsetting their costs to provide a specific community service or attract public festivals, special events, conferences, sports, or capital projects of significant nature in the community. All events must attract widespread community involvement and/or participation and thereby generate significant economic, recreational, social or quality of life benefits to the Town of Teulon. This policy outlines the eligibility and the criteria for the receipt of grants from the Town.

### 2) Definitions:

- i. Special Event – an event held in the Town of Teulon occurring with a frequency no greater than once every two years, which provides a high profile and significant economic benefit for the Town through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- ii. Annual Event – An event occurring in the Town of Teulon lasting for two days or less that is held for the fun and enjoyment of residents and visitors. Annual events may focus on a specific target audience but must also have an appeal to the public at large.
- iii. Sporting Event – an event where the athletic skills of individuals or teams from the Town of Teulon are competing at the provincial, regional, national or international level inside or outside of the Town or where individual or team sport championships are hosted in the Town of Teulon. Sports event requests must be received at least two months in advance of the event.
- iv. Sponsorship – support to an organization, event, team or individual that is of a societal, educational, health, cultural, charitable, or any other non-profit purpose that will result in positive community promotion.
- v. Festival – an annual event held in the Town of Teulon lasting a minimum of three consecutive days, that has been in operation for four or more consecutive years. Festivals must appeal to all age groups and have the proven ability to draw a diverse audience from a large target market, significantly increasing tourism and demonstrating measurable long-term economic benefits to the community.
- vi. Non-profit / Community Service – an organization, whether or not incorporated, whose entire resources are devoted to societal, educational, health, cultural, charitable, or any other non-profit purpose and provides a service that directly benefits the residents of the community of Teulon. The members, contributors and

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other resource providers do not receive any financial return directly from the organization.

- vii. Local Service Groups – community groups, non-profit organizations, or societies located within the Town of Teulon or surrounding areas that directly serve or support the residents, programs, or community objectives of the Town of Teulon, and that request funding from the Town on an annual basis to assist with their ongoing operating expenditures.
- viii. Capital Projects – To purchase, preserve or restore buildings, grounds or equipment that will beautify the community or enhance the quality of life in the Town of Teulon through environmental stewardship, recreation, arts, culture, heritage, tourism, or social programs.

### 3) Policy:

The Town of Teulon *may* extend assistance to the community groups, individuals or organizations defined in this policy. The total level of assistance for grant requests is at the sole discretion of the Council of the Town of Teulon within the limits of the annual Budget and the guidelines of the policy.

### 4) Criteria:

To be eligible for grants from the Town of Teulon, all of the following conditions must be met:

- i. All organizations must be non-profit organizations.
- ii. The Town will issue notice in the local paper, by direct mail, social media or any other manner deemed appropriate in January of the current year, reminding organizations of the February 15<sup>th</sup> grant application deadline.
- iii. Grant applications ***must be made in writing*** to Council of the Town of Teulon by February 15 of each year for the current calendar year.
- iv. In the case of sporting events, the application must be received at least 2 months in advance of the event.
- v. In special circumstances, the Council has the discretion to consider a grant application at any time.
- vi. Each organization, if approved, may only receive one (1) grant per year.
- vii. Each organization, in the case of sports events and sponsorships, may receive a maximum of up to \$500.00 per year, or as otherwise approved by Council for the sports event or sponsorship in question.
- viii. All events, with the exception of sporting events, local service groups or sponsorships, ***must*** be held in the Town of Teulon.

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- ix. Special events, annual events, sponsorships, sporting events and festivals, must clearly demonstrate the potential to promote the community of Teulon and/or draw participants and spectators from outside the area.
- x. The event, in the case of special events, sporting events and festivals, must be officially sanctioned by the appropriate provincial, national or international organization that regulates the special event and should be accompanied by an official letter of support. A proposed program of events and where the event will be promoted must be included in the application. A proposed statement of revenues and expenses clearly identifying all sources of revenue **must** accompany any application. In addition, adequate liability insurance coverage is the responsibility of the organization. Proof of insurance **must** be provided to the Town of Teulon a minimum of one month in advance of the event.
- xi. Organizations must have been in existence at least one year, have a plan of organization and operate on a firm financial basis with complete and accurate financial records. Organizations must complete an annual budget and issue an annual financial report that is available to the public. In addition, they must demonstrate that the organization is capable of carrying out the community service, capital project, or event.
- xii. Organizations must be governed by a duly constituted volunteer Board of Directors that assumes accountability to the community and meets at least semiannually. Citizen board members must serve without remuneration.
- xiii. Any funding requests **must** include a complete budget and an annual financial statement. When funding of \$ 5000.00 or greater is requested, audited financial statements are required. Annual budgets must include any revenue sources from other organizations or levels of government.

Grants will not be available to:

- i Organizations that exist primarily to support political purposes, for-profit generally or undertake activities that provide any form of profit directly to the members of the organization.
- ii Fund the administrative costs of fundraising projects.
- iii Organizations, foundations or service clubs for the purpose of accumulating funds for future, unspecified community needs or for the purpose of providing funding to other groups. Council reserves the right to give consideration to local foundations.

### 5) Level of Assistance and Allocation Process

Festivals, Annual Events, Special Events, Capital Projects, Special Interest Groups, and Nonprofit Community Service Organizations:

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A Grant Review Committee will be established by Resolution of Council. The Committee may be comprised of two members of Council and the CAO. Using the eligibility criteria and guidelines outlined in this policy, the Grant Review Committee will meet and review, the financial grant applications submitted by the various organizations and groups. The Grant Review Committee will submit a recommendation on each request to the Council for consideration during the annual budget process. Once Council has reached a decision, all applicants will be notified if their grant application has been successful.

### Sporting Events and Sponsorships:

Funding levels for sporting events and sponsorships will be recommended for Council approval by the Chief Administrative Officer, up to a maximum \$500.00. The amount provided will be determined based on the projected level of economic activity that the event is expected to provide to Teulon. Where the organization considers the amount recommended by the Chief Administrative Officer to be unreasonable, the organization may appeal the decision to the Council of the Town of Teulon.

Applications will be reviewed by Council, and applicants will be advised of the status of their grant request within 30 days of receipt of the request for assistance.

### 6) Evaluation of Grant Requests:

- i. The organization's need for funding.
- ii. The reasonableness of the request for funding.
- iii. The degree of benefit to the community as a whole.
- iv. Acceptable administration costs for the organization.
- v. Availability of funding from the organization's resources or other sources.
- vi. The needs of the organization in relation to the needs of other requests for funding.

### 7) Acknowledgement of Town Funding

Recognition of the Town is subject to negotiation [i.e. advertising, signage] and must meet the following criteria:

- i. Be of an acceptable standard and in good taste;
- ii. Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offence.
- iii. Recognition of Sponsorship will reflect the value of sponsorship as provided by the Town.

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## 8) Payment of Grants

Payment of approved grants to Local Service Groups, Non-Profit Community Service Organizations will be made upon approval of the Financial Plan.

In the case of special events, sporting events, annual events, capital projects and festivals, the organization must demonstrate financial need in order to receive 50% of the funding before the event or projects. The organization must indicate the impact on the activity or event that will take place if the advance funding is not received.

Release of the remainder of the funding, when approved, will be conditional on the successful completion of the event or project and will be made upon presentation of the post-event or project information required as detailed below.

## 9) Final Report Guidelines

Within 30 days following the event, or completion of the project, the successful applicant(s) must provide the following documentation to the Town of Teulon prior to the final payment being issued:

- i. A program of activities for the event or project.
- ii. A detailed transaction record of total revenues and expenses for the event or project signed by two (2) officers of the organization.
- iii. In the case of an event, a report outlining the number of participants in the event, number of visitors to the Town of Teulon as a result of the event, the amount of time the participants and spectators spent in the Town of Teulon, an estimate of where the visitors came from, and any other economic benefits derived from holding this event in the Town of Teulon.

A cheque for the approved amount of the grant will be issued to the organization within 30 days of the receipt, of the follow-up report as detailed above.

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**Approved by:** Mayor and Council

**Implementation Date:** March 13, 2018

**Signatures:** \_\_\_\_\_  
Mayor

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Chief Administrative Officer