



## **Community Grants Policy**

### **Purpose and Scope**

Through its Community Grants Program, the City of St. Thomas seeks to support non-profit community-based organizations which improve the well-being and quality of life of the community and its residents. This policy's intent is to provide an open, fair and transparent process for the application, evaluation and allocation of community grant funds. Community-based organizations which the City provides annual ongoing financial assistance to through its community partnerships is considered outside the scope of this policy.

### **Applicant Eligibility**

Community grants are available to applicants which meet the following criteria:

- Must be a not-for-profit organization
- Must provide services that directly benefit the community
- Cannot be agencies whose mandate is the responsibility of other levels of government where funding has been withdrawn
- Must not be in arrears to the City
- Are not eligible if they provide grants to others
- Cannot be currently receiving any additional funding from the City

### **Project, Initiative and Event Eligibility**

Preferential consideration will be given to projects, initiatives and events that align with Council's strategic objectives. Council's full strategic plan is available on the City's website.

Grant requests may take the form of direct financial assistance, waiver of fees, in-kind services or a combination thereof. The City will provide up to \$3,500 per application except in exceptional circumstances.

The City of St. Thomas will not fund any projects, initiatives or events through the Community Grants Policy under any of the following circumstances:

- The funding is requested to cover day-to-day operational costs
- The activity takes place outside St. Thomas
- Annual fund drives and fundraising activities for sustaining support
- Groups that have failed to comply with reporting requirements from previous grants



**Submitting an Application**

1. Organizations wishing to apply for funding under the City’s Community Grants Program, must fill out a “Community Grant Application” using the instructions provided therein.
2. The City will allocate grant funds in January and August each year. In order to be eligible for these intakes, an application must be submitted prior to the first day of these months.
3. All applications will be initially reviewed for completeness by City staff. If an application is determined to be deficient, applicants will be advised to resubmit with revisions.
4. An administrative grant review committee, formed at the discretion of the City Manager, will assess the applications, and score them using the “Community Grant Evaluation Matrix”.
5. Applicants may be contacted for interviewing or additional information if the review committee deems it necessary.
6. Once evaluations are complete, the review committee will provide their assessments to Council for consideration.
7. If an application is approved through resolution by Council, applicants will be contacted by the City to discuss next steps.
8. Successful applicants will be required to agree to report back to the City regarding the outcome of their project, initiative, or event once it has concluded.

**Evaluation Matrix**

Criteria	Points
Provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities	20
Contributes to the economic prosperity of the City	20
Demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support	20
Serves the local interests of the residents of the City of St. Thomas and has a positive impact on the community	10
Demonstrates clear alignment between the initiative and its intended goals	10
Estimated number of participants	10
Demonstrates innovative, creative thinking attributes	10
	<b>100</b>