



**Policy Title:** Community Fund Grant Policy

**Policy Number:** A09-POLICY-0035

<b>Policy Type:</b> Council Policy
<b>Policy Owner (Department, Contact):</b> Community Services & Strategic Partnerships Department, Director of Community Services & Strategic Partnerships
<b>Approval Authority:</b> Council

Administration			
<b>Effective Date:</b>	2019-06-17	<b>Last Review Date:</b>	2025-07-16
<b>Related Policy(ies):</b>	N/A		
<b>Related By-Law(s):</b>	N/A		
<b>Procedural Document:</b>	A09-PROCEDURE-0035		

### 1. Policy Statement

The City of Quinte West is committed to supporting community initiatives and projects that enhance the well-being and quality of life of its residents. This policy provides a framework for the provision of the Community Fund to individuals, organizations and other groups or businesses in a consistent and transparent manner.

The Community Fund Grant demonstrates Council's commitment to working with the community to provide beneficial programs and services to the community. This policy establishes eligibility requirements, expectations, and the application/review process.

### 2. Purpose

The purpose of this policy is to:

- Maintain and enhance the quality of life for residents of Quinte West.
- Develop a healthy and sustainable community.
- Promote citizen participation and volunteerism.
- Respond to community needs and interests.

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**3. Scope**

This policy applies to all non-profit community groups, organizations, individuals, and businesses seeking financial support for community projects within the City of Quinte West. It encompasses applications for funding, the evaluation and approval process, and the administration of funds.

**4. Definitions**

**Applicant:** Any non-profit community group, organization, individual, or business seeking financial support from the Community Fund.

**City:** The Corporation of the City of Quinte West.

**Community Fund:** Financial resources allocated by the City of Quinte West to support community-driven projects and initiatives.

**Community Services and Strategic Partnerships Department:** The Community Services and Strategic Partnerships department is responsible for developing and implementing economic development, tourism, and communication strategies for the City and managing all municipally owned facilities. This department is actively involved in developing and maintaining numerous strategic partnerships with various groups and organizations.

**Council:** The City Council of the Corporation of the City of Quinte West.

**Project(s):** A specific activity or initiative proposed by an applicant that requires financial support and aligns with the goals of the Community Fund Policy.

**Treasurer:** The City Treasurer, or designate, is responsible for managing the financial affairs of the City. The role involves overseeing the City's financial resources, including revenue collection, investments, disbursements and reporting.

**Website:** The City of Quinte West's collection of web pages exists under one domain name, containing related content to the City. Access is available through [www.quintewest.ca](http://www.quintewest.ca)

**5. The Policy**

**5.1. General**

5.1.1. The Community Fund Grant (Community Fund) is established to support community initiatives and programming that contribute to the overall safety and well-being of the community through the fund's key objectives.

5.1.2. Successful applicants in any one year is not regarded as a commitment by the City to continue such financial aid in future years. Additionally, there is no obligation to allocate funds to any individual, organization, group or event, even if

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the application satisfies the eligibility criteria and meets all of the Community Fund's objectives.

- 5.1.3. Additional weight will be given to applications that are thought to best maintain and enhance the quality of life for residents, develop a healthy and sustainable community, promote citizen participation and volunteerism, and respond to community needs and interests.
- 5.1.4. Applicants who were successful in prior years must submit a final report to be eligible for Community Fund grant funding in future years.

## **5.2. Application Process**

- 5.2.1. Application forms are available in:
  - a) Printed format (Appendix A), shall be made available at City Hall, the Frankford Municipal Office and at both Public Library locations.
  - b) Digital format, shall be made available through the City's website.
- 5.2.2. All applicants will submit either in person, by mail, or electronically, a completed application form, project budget, and any supporting documentation, as required, to the Community Services & Strategic Partnerships Department.
- 5.2.3. Applications for the Community Fund will be accepted annually from August 1 to September 30. Applications must be submitted by September 30th at midnight.
- 5.2.4. The Director of Community Services & Strategic Partnerships, or designate, will review applications and provide a report to Council on recommended Community Fund recipients for final approval.

## **5.3. Application Guidelines**

- 5.3.1. Applications can be made by individuals, community groups, for-profit organizations, and non-profit organizations for up to \$5,000 in funding. For-profit organizations must demonstrate a minimum of one of the following criteria:
  - Is collaborating on a project with a non-for-profit organization.
  - Is providing programming or initiatives to the overall benefit of the community at no cost or below cost, requiring funding to operate.
- 5.3.2. Applications must include a completed application form, project budget, and supporting documents as required.

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#### **5.4. Objective and Priority Requirements**

5.4.1. Applications must demonstrate how the proposed project meets one of the following objectives:

- Health and wellness
- Arts and culture
- Youth initiatives
- Seniors initiatives
- Community development and community based special events
- Equity, diversity, and inclusion
- Indigenous reconciliation

#### **5.5. Evaluation Criteria**

5.5.1. Projects will be evaluated based on the following eligibility criteria

- The application must be submitted with all required documentation as outlined in section 5.3.2 of the policy.
- The application must be submitted before the deadline as outlined in section 5.2.3 of the policy.
- The application must demonstrate how the proposed project meets the objectives and priority requirements of the Community Fund as outlined in section 5.4.1 of the policy.

5.5.2. The eligible funding amount will be reduced by any fee waivers, property tax rebates, tourism development funds, community improvement plan (CIP) funds or in-kind contributions anticipated or provided by the City. In order to identify potential sources of reductions to the Community Fund applications, staff will send the complete list of applicants to the Manager of Building & Facilities and the Manager of Economic Development and Tourism to help identify any fee waivers, tourism development funds, or in-kind contributions. The Supervisor of Taxation will also be contacted to identify applicants that would have received / will receive property tax rebates.

5.5.3. Recipients must disclose other sources of funding from non-municipal sources.

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**5.6. Expenses****5.6.1. Eligible Expenses**

The following list includes examples of eligible expenses for the grant funding (this list is not exhaustive):

- Expenses directly related to the project such as materials and supplies and contract services (see exceptions below).
- Capital purchases that are necessary and will be primarily used for the purpose of the project outlined in the application.

**5.6.2. Ineligible Expenses**

The following list is examples of ineligible expenses for the grant funding (this list is not exhaustive):

- Overhead costs related to day-to-day operations such as administrative expenses (i.e. staff salaries, office supplies, utilities, etc.).
- Salaries, wages, benefits, or other items of similar nature.
- Any other expenses not directly related to the project.
- Capital purchases that are not essential for the project.
- Any goods or service costs which are received in-kind or donated.
- Provincial sales tax, goods and services tax or harmonized sales tax.
- Costs that are eligible for rebates.

**5.7. Conditions**

Successful applicants must abide by the following Community Fund conditions:

- 5.7.1. Funds must be used solely for the approved project, and recipients must provide a final report upon project completion.
- 5.7.2. Recognition of the City's funding must be given on promotional materials and at events.
- 5.7.3. The City's logo must be placed on all promotional materials.

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5.7.4. Funds must be returned to the City if the project is cancelled or delayed beyond the year the funding is received.

**5.8. Fund Administration**

Staff must administer the Community Fund Grant as per the following:

- 5.8.1. The total gross amount of funding available in one year shall not exceed the budget set by Council for that year.
- 5.8.2. The maximum amount available to any one organization in any year is \$5,000. This includes any fee waivers, property tax rebates, tourism development funds, community improvement plan funds or in-kind contributions from the City.

**5.9. Monitoring and Evaluation**

5.9.1. The effectiveness of the Community Fund Policy will be monitored through regular reviews of funded projects and annual assessments of the policy's impact.

**6. Responsibilities and Authorities**

**6.1. Council**

- 6.1.1. The Mayor shall be responsible for developing the Community Fund Grant budget.
- 6.1.2. The Mayor and Council is responsible for the allocation of the Community Fund Grant budget amongst the Community Fund applicants.

**6.2. Community Services & Strategic Partnerships Department**

- 6.2.1. The Community Services & Strategic Partnerships Department shall be responsible for identifying applications that would have / will have fee waivers, tourism development funds, community improvement plan (CIP) funds, or in-kind contributions anticipated or provided by the City.
- 6.2.2. The department is also responsible for managing the application process, evaluating proposals, recommending recipients, and administering approved funds in coordination with the Finance Department.

**6.3. Finance Department**

6.3.1. The Finance Department shall be responsible for identifying applications that would have / will receive property tax rebates or other funding provided by the City.

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6.3.2. The department is also responsible for managing the application process, evaluating proposals, recommending recipients, and administering approved funds in coordination with the Community Services & Strategic Partnerships Department.

#### **6.4. Applicants**

6.4.1. Applicants shall be responsible for submitting complete and accurate applications and for the proper use of allocated funds.

#### **6.5. Recipients**

6.5.1. Recipients shall be responsible for using the awarded funds as detailed in the application.

6.5.2. Recipients shall be responsible for completing a final report at the end of the funding year.

6.5.3. Recipients shall be responsible for recognizing the Community Fund on promotional materials and at events.

6.5.4. Recipients shall be responsible for using the City's logo on all promotional materials.

6.5.5. Recipients shall be responsible for returning funding to the City if the project is cancelled or delayed beyond the year the funding is received.

### **7. Forms**

7.1. City of Quinte West Community Fund - Grant Application Form - Appendix A

### **8. Legislation and Other Resources**

8.1. [Municipal Act, 2001, S.O. 2001, c. 25](#) - Section 107 (1) of the Municipal Act states: "Despite any provision in this Act relating to the giving of grants or aid by a municipality, subject to section 106 a municipality may make grants, on such terms and conditions as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that the Council considers to be in the interests of the municipality."

8.2. Where a conflict exists between the provisions of this Policy and any legislative or legal requirement, the legislative or legal requirement will prevail.

8.3. The Director of Community Services & Strategic Partnerships is responsible for interpreting and administering this Policy, and such interpretations shall be final.

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**9. Review and Amendment Procedures and Guidelines**

9.1. The Policy shall be reviewed every three (3) years or as needed based on feedback from stakeholders and changes in municipal priorities. Amendments will be made following a review process involving community consultations and approval by the Council.

9.2. This Policy may be amended at any time at the direction of Council.

**10. Contact Information**

For questions about this policy, please contact the Community Services & Strategic Partnerships Department at:

- Attn: Community Services & Strategic Partnerships Department  
City of Quinte West  
2nd Floor, City Hall  
7 Creswell Drive,  
Trenton, ON, K8V 5R6  
613-392-2841

<b>Legislative History</b>	
<b>Date</b>	<b>Description</b>
2015-11-02	Enacted November 2, 2015
2019-06-17	Addition of Schedule A - Adopted By-Law No 19-083 - June 17, 2019
2024-07-17	Created A09-POLICY-0034 from previous Policy/Procedure Amended Policy and Appendix A presented to Council - Staff Report QW-2024-00038 Adopted with amendments by Council - Motion No. 24-336
2024-08-14	Repealed By-Law 19-083 - Repealed under By-Law 24-108 (Motion 24-367)
2025-07-16	Revision to existing Policy as per Council’s direction under Motion No 25-030 - February 5, 2025 Amended Policy presented to Council - Staff Report QW-2025-00087 Adopted by Council - Motion No. 25-223

Appendix A

**City of Quinte West  
Community Fund Grant Application**

Organization:			
Amount Requested (Max \$5,000):			
Contact:			
Position:			
Telephone: (Office)	Telephone: (Other _____)		
Email:			
Address:			
City:			
Province:	Postal Code:		
Contact Address: (If different than above)			
Have you received a grant from this program in the past?  _____  If YES, when:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">YES</td> <td style="width: 50%; padding: 5px;">NO</td> </tr> </table>	YES	NO
YES	NO		
Are you incorporated?  _____  If YES, Registration#:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">YES</td> <td style="width: 50%; padding: 5px;">NO</td> </tr> </table>	YES	NO
YES	NO		
Are you a registered charity?  _____  If YES, Registration#:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">YES</td> <td style="width: 50%; padding: 5px;">NO</td> </tr> </table>	YES	NO
YES	NO		

Question 1: Project Outline:

Please provide an overview of the proposed project.

Question 2: Objectives:

Please check all objectives that your project demonstrates.

- Health and Wellness
- Arts and Culture
- Youth Initiatives
- Seniors Initiatives
- Community Development and Special Events
- Equity, Diversity, and Inclusion
- Indigenous Reconciliation

Question 3: Objectives:

Please provide a brief description of how your project meets the objectives you have identified in Q2.

Health and Wellness

Arts and Culture

Youth Initiatives

Seniors Initiatives

Community Development and Special Events

Equity, Diversity, and Inclusion

Indigenous Reconciliation

Question 4: Benefits:

Please check the benefits to the community that your project demonstrates.

- Social
- Economic
- Environmental

Question 5: Benefits

Please provide a brief description of how your project meets the benefits you have identified in Question 4.

Social Benefit

Economic Benefit

Environmental Benefit

<p><u>Partnerships:</u> Is the project being done in conjunction with other group(s)? _____</p> <p>If YES, please list the other groups.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Outline the number of volunteers involved with the event / project:</p>		

<p><u>Alternate Funding:</u> Is the project being funded from another source? _____</p> <p>If YES, please indicate the group and amount.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>What will be the outcomes / results of this funding?</p>		

The following documentation must be attached to this application:

- ❖ Most Recent Financial Statements
- ❖ Current Year Organizational Budget
- ❖ Project Budget

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed Applications are to be supplied to:**

**Community Services & Strategic Partnerships Department,**

**Attn: Community Fund Grant Program**

**City of Quinte West, 2nd Floor,**

**7 Creswell Dr, Trenton, ON. K8V 5R6**

**[communityfund@quintewest.ca](mailto:communityfund@quintewest.ca)**

**<https://quintewest.ca/community-services/community-grants/>**