



Community Grants Program Policy

Schedule "A" to By-law 23-2019

Purpose:

The Village of Merrickville-Wolford Community Grants Program provides limited financial support, in the form of a grant, user fee reduction or in-kind services (i.e., a "grant"), to community organizations for projects or events that benefit and contribute toward the quality of life of local residents.

Definitions, for the purpose of this Policy:

"Community Grant" means an amount allocated by Council to a certain organization from the annual operating budget, which includes expenses associated with "in-kind" services and fee waivers.

"In-kind" means any use of municipal property or service at a reduced or waived cost, including any operational staff support.

"Organizations" means any association, organization, community group, volunteer group, service club, sports association or any other group of individuals who provide a service, project, or event within the Village of Merrickville-Wolford who do not perform any activities that make a profit for that group.

General Terms:

- Community grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be the primary source of funding. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).
- It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.
- The Community Grant Program also includes in-kind requests that consist of the use of municipal property at a reduced or no cost, and/or use of municipal services (e.g. barricades, operational staff support, etc). Organizations requesting in-kind services must meet the eligibility requirements and submit the application as set out in this policy.
- Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged to ensure all costs are covered, including facility usage rates.
- Funding requests may be reduced in value at the sole discretion of Council to support a wider range of projects.

- Repeat grants will only be considered if the policy and reporting requirements of previous grants has been met.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the sole right to cancel or alter the Community Grant Program Policy at any time.

Eligible Applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency;
- Organizations incorporated as not-for-profit or as defined in this Policy.
- Sports groups and associations;
- Volunteer groups, service clubs and community groups providing services to the municipality.
- Eligible applicants must be based in Merrickville-Wolford and/or must serve the residents of Merrickville-Wolford.
- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

Ineligible applicants:

- Political parties
- Government agencies
- For profit organizations or ventures

The grant program is not intended to provide funding for:

- Operating costs including, but not limited to, travel or conference costs, staff wages or honoraria
- Debt retirement or depreciation costs
- Non-project specific funding including, but not limited to, annual funding drives, deficit funding, endowments or bursaries
- Flow through funding (where the intent is to re-distribute the funds to others)
- Donations to charitable causes
- Grants for religious activities, partisan political purposes, for-profit organizations, or organizations with closed memberships
- Activities or projects that are discriminatory in any way

Application Process:

- Applications must be submitted on the prescribed form.
- Applications must include a project budget (proposed expenses and other revenues).
- Late or incomplete applications will not be considered.
- Upon request of the Treasurer, approved applicants must submit a post-project report which explains all costs and revenues related to the project and outcomes of the project/event which clearly outlines how municipal funds were spent, within two months following the completion of the project/event,
- Applications must be received by January 31st for all events/projects in the calendar year during which the funds will be spent.
- Notification and acceptance will take place after the Village of Merrickville-Wolford budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits the event or particular needs.

Administration:

- Annually, through the budget process, Council will determine an amount they deem appropriate to be given to not-for-profit groups or organizations for initiatives that support Council's strategic priorities.
- User fees are intended to offset the operating costs of each municipal facility, service or department. All approved in-kind services and grants are funded by the taxpayers. As such, the municipality tracks revenues and expenses associated with all approved requests. When Council approves a fee reduction, an equivalent amount for that reduction will be charged against the Community Grant budget and the revenue will continue to show in the Operating budget account as revenue for that facility. Where an in-kind service involving municipal staff and/or equipment is approved, the equivalent operating cost will be funded by the Community Grants budget.
- Where Council deems it appropriate to financially support a group or organization on an on-going basis, this will be addressed through the annual budget process and included as a line item in the budget.
- Staff will prepare a summary report including all applications which will be provided to Council.
- Council is responsible for reviewing and approving Community Grant applications.

Incomplete or Cancellation of a project or event:

Where Council has approved grant monies that were not used due to the applicant not completing the proposed project or event in the fiscal year provided, the monies shall be returned to the municipality within 60 days of the event, planned date of project completion, or date on which the event is canceled, whichever occurs first. Failure to do

so will result in interest charges being applied and will disqualify the applicant from applying for future grants.

Municipal Review of Application:

Grants will be assessed in terms of the benefits to the community, other sources of funding, financial viability, and community involvement. Preference may be given to new projects/events.

Other Conditions:

Only one application for municipal funds will be permitted per organization or group.

- The applicant organization or group shall spend grant funding solely for the purpose for which it was granted.
- The municipality assumes no liability for the activities of the organization or group and takes no responsibility for dealing directly with vendors on behalf of the organization.
- Failure to provide the post-project/event report will disqualify the organization from applying for funding in the future.
- Any contributions made by the municipality through funding or in-kind services shall be acknowledged publicly in all communications that relate to the event, without limitation, and in all brochures, website, social media and advertisements related to the event.
- All information and documents collected from applicants is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine qualification for the Community Grants Program.

Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property and general liability insurance naming the Village of Merrickville-Wolford as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Village of Merrickville-Wolford, either through the CAO's office or by Council resolution.

Appendix A – Project Evaluation:

Criteria	Weight	Score
Number of people reached, benefit to the community, significance of event/activity	5	
Fundraising efforts	5	
Contributions of the Organization (volunteer, financial)	5	
Evidence of Community Support	5	

Scoring Matrix:

Score	Definition
1	Does not meet expectations
2	Meets expectations
3	Good request
4	Very good request
5	Exceeds expectations

Appendix B – Application

COMMUNITY GRANTS PROGRAM APPLICATION



Please complete this form, enclose all required information and return to:

Kirsten Rahm, Manager of Finance/Treasurer, Village of Merrickville-Wolford

317 Brock St W, PO Box 340, Merrickville, ON K0G 1N0

Email: finance@merrickville-wolford.ca

NAME OF ORGANIZATION OR GROUP:	
MAILING ADDRESS:	
PHONE NUMBER:	
CONTACT PERSON:	PHONE NUMBER:
EMAIL ADDRESS:	
TYPE OF REQUEST	
<input type="checkbox"/>	CASH GRANT Amount requested: _____
<input type="checkbox"/>	IN-KIND WAIVE FEES (provide details below)
<input type="checkbox"/>	IN-KIND OTHER (provide details below)

DESCRIBE YOUR REQUEST FOR IN-KIND SERVICES:

DESCRIBE THE PURPOSE OF YOUR PROPOSED PROJECT/EVENT, INDICATING WHAT THE MUNICIPAL FUNDING WILL BE USED FOR, IF APPROVED (attach detailed budget):

WHAT ARE THE GOALS AND OBJECTIVES OF THE EVENT?:

WHO IS YOUR TARGET GROUP?:

HOW WILL YOUR PROJECT BENEFIT MERRICKVILLE-WOLFORD RESIDENTS?:

PROVIDE A LIST OF OTHER FUNDING SOURCES FOR YOUR ORGANIZATION OR GROUP:

DESCRIBE YOUR ORGANIZATION OR GROUP'S FUNDRAISING EFFORTS:

DESCRIBE EVIDENCE OF COMMUNITY SUPPORT (INCLUDING VOLUNTEERS):

ENCLOSE THE FOLLOWING INFORMATION:

- Budget for Project/Event
- Financial Statements
- Confirmation of Not-for-Profit or Charitable status (if applicable)

ATTACH ANY ADDITIONAL INFORMATION WHICH YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION (PLEASE LIMIT VOLUME OF INFORMATION):

!We have read the eligibility criteria and confirm that the organization or group will comply with all requirements.

!We understand if the Village of Merrickville-Wolford approves funding, the Village of Merrickville-Wolford makes no commitment to provide ongoing financial support to the organization or group.

!We understand that should the project or event not proceed and occur, or should any grant money received from the Municipality not conform with this policy and/or application, that the money will be refunded to the municipality as stipulated in the Village of Merrickville-Wolford Community Grants Policy.

Applicant Name (Please print)

Signature

Date

Appendix C – Final Report

Village of Merrickville-Wolford
COMMUNITY GRANTS PROGRAM - POST PROJECT REPORT

(To be completed and returned within sixty (60) days after your event. Failure to return this form will result in the refusal of future grants to your organization)

Applicant:

Amount Received: \$ _____

Purpose of Grant:

Describe Project Results/Outcomes:

If your financial report indicates a profit, please describe how these funds will be used:

Financial Report

Expenditures		Revenue (sources of)	
Itemize:	Amount	Itemize:	Amount
Total:		Total:	

I certify that this report is a true statement of our project.

Name (Please Print): _____

Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO:

Kirsten Rahm
 Manager of Finance/Treasurer
 Village of Merrickville-Wolford
 317 Brock St W, P.O. Box 340
 Merrickville ON K0G 1N0
 Phone: (613) 269-4791 ext. 228
 finance@merrickville-wolford.ca