



Municipal Grants Policy

Policy Objective

The Town of Smiths Falls recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest financial assistance to such organizations through its Municipal Grants program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

Purpose

The Municipal Grant Policy has been established by Council to provide guidelines to organizations within Smiths Falls who are seeking modest financial assistance with the following:

1. One-time start-up funding for a new community event or festival or partial sponsorship funding for established community events or festivals that contribute to the quality of life for residents and visitors.
2. Donations/grants made by the municipality are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.
3. Funding to facilitate partnerships between organizations to build the community's capacity to deliver quality events or festivals.
4. Funding to support federal and provincial government grant application requirements where the project meets the Town of Smiths Falls strategic priorities and grant criteria as listed in this policy.
5. Operational funding for organizations and activities whose demonstrated mission, vision and values contributes substantially to the quality of life for residents and visitors and align with the identified strategic priorities of the Town of Smiths Falls.

Criteria

Applications for municipal grants will be considered using the following eligibility criteria:

1. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario.
2. Organization, program, service and /or event is located within the Town of Smiths Falls
3. Provides without discrimination a recreation, cultural or community service or experience to a significant proportion of Municipality citizens that the Municipality or other agencies do not otherwise provide.



4. Has demonstrated revenue-generating capability to substantially sustain the service or event on its own in the future.
5. Requires municipal funding participation to support a federal or provincial grant application that also meets the criteria established in the Purpose section.
6. Organizations and events that demonstrate collaboration and cooperation with other local organizations in the sharing of resources.
7. Must align with Town's Strategic Objectives and Guiding Principles as indicated in the Strategic Vision 2025 document.

Smiths Falls Town Council will **not** consider the following grant requests:

- a. Services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Sponsorship of athletic endeavors (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- e. For-profit organizations
- f. Organizations with political affiliations
- g. Organizations raising funds for third party charities.
- h. Faith organizations where services/activities applied for include the promotion and/or required adherence to a faith only and not for the benefit of the community as a whole.
- i. Fundraising Events.
- j. School boards, primary and secondary schools, post-secondary institutions unless they are applying for funding for community festivals.
- k. Costs for major capital equipment/renovations and financing of deficits.
- l. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- m. Incorporation costs or Director's Liability insurance costs

Granting Requirements

Recognition of Funder

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site, tag line and logo on any promotion material for the event, service or activity for a period of 6 months. Evidence of this recognition must be provided with a final report on the initiative. By virtue of Council approval of funding, any organization that receives funding is permitted to use the Town Logo as per the Logo Design Guidelines.

Start Up Funding

Start-up funds may be provided, on a ONE-TIME basis to assist in the initial costs for providing the community with a new community event or festival.



Economic Development & Tourism

Sponsorship funds may be given to organizations provided that the municipality is obtaining an economic and social benefit, by way of contributing to the quality of life for residents and visitors, for funds given.

Partnerships

Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.

Funding Limits

- Smiths Falls Town Council, at its discretion, shall establish an annual budget for this program.
- Grant funding to any one (1) organization or event in any one year will be capped at a maximum cash value of 30% of the cost to deliver the service.
- Funding for Festivals and Events will be capped at \$5,000 or 30% of the cost to deliver the service, whichever is lesser.
- Council has the discretion to increase this maximum for an extraordinary, one of a kind project need or circumstance which may be considered and only if the annual budget allows.
- Council will determine how they will apportion this figure as Part of the Town of Smiths Falls budget process.

Application Guidelines

1. To be considered for the Municipal Grant Program, all applications must be completed and submitted by the deadline, **November 30th** of each year.
2. Application form is available on the website at www.smithsfalls.ca or by calling the Municipal Office at 613.283.4124.
3. Council will invite applications for Municipal grants by advertising and on the Municipal Website and Social Media during the month of November each year. Advertising in print media will be at the discretion of the Clerk.
4. All requests for donations/grants should be directed in writing to the Clerk through the completion of the Community Program Donation Application, attached as Appendix 'A', so that the request can be considered during budget deliberations.
5. All requests will be assessed based on the established criteria within this policy
6. Municipal Grants are not intended to be the sole source of funding; the applicant must demonstrate a reasonable effort to raise funds from sources other than the Town of Smiths Falls. (see Funding Limits)
7. Successful grants will require an authorization of council in the form of a resolution of support.



8. In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding donations/grants are final.
9. Council may consider applications outside the annual application process, if they are able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the annual process.
10. Outside of the due date, applications will be considered if funds are available. For applications where the November date is not practical an application can be made at any time, but at least 6 weeks prior to the anticipated event. Consideration will be given if funds are still available in the Council allocation. The lead time is needed to ensure effective review and recommendations can be made to Council for approval.

Application Process

It is the responsibility of applicants to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive, and applicants must submit the best application possible by November 30th of each year. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
 - a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.
 - financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)
 - a detailed budget for the upcoming fiscal year or event
 - information pertaining to the evaluation criteria and expected outcomes
 - The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.
- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. If the above information is not submitted by the November 30th deadline, applications will be returned and will not be considered by Council.

Council may consider applications outside the annual application process, if the applicant is able to demonstrate that the purpose for which they are seeking the donation was not foreseen at the time of the annual process.

Financial Consideration

Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.

Organizations with outstanding balances or owing the Town will not be eligible for grants.



Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality.

A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

Application and Review Process

NOTE: Incomplete applications for any grants will not be forwarded for consideration.

Completed applications which are received by the November 30th application deadline will be forwarded to a Staff Committee for review and consideration.

In considering grant applications, the Committee will evaluate applications using the evaluation criteria provided in the policy. (Evaluation Sheet Attached as Appendix A).

Grant awards up to a limit of \$4999 shall be issued in full upon notification of being approved.

Grant awards of \$5000 or greater than shall be paid in installments, which will be detailed in the award notification letter. A Memorandum of Understanding will be entered into by the municipality and the applicant.

Any requests that are recommended through staff evaluation, and who are requesting \$10,000 or more, will be required to be a delegation before Council. Council will provide final approval based on the total grant allocation and approval of individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Applications for In-Kind non-financial assistance will be forwarded to the respective department for review and an analysis of costs for services/items requested. In kind costs will be determined and reviewed as part of the evaluation process and will form part of the overall contribution.

Grant applicants determined to be ineligible for funding shall be notified, in writing, of Council's decision.

Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant



Requests for Assistance Outside Scope of Policy

Nothing in this policy prohibits Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will be without precedent.

Acknowledgement

Any marketing and promotional material for the funded event or program must acknowledge the Town of Smiths Falls as a funding partner. Use of the town logo must be pre-approved as per the Town of Smiths Falls Logo Use Bylaw. Copies of any promotional material must be included in the final report.

Reporting

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Appendix 'B'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

NOTE: Any organizations that do not submit a report will not be considered for funding in the future.