



A. 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 assistance to such organizations through its municipal grant program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

B. 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.
2. Sponsorship funding for established community events or festivals.
3. Funding towards partnerships between the Municipality and Organizations
4. Funding to maintain and/or operate private structures or property that are used to the benefit of the community as a whole.
5. Funding to support federal and provincial government grant application requirements.

C CRITERIA

ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

Council will review applications for municipal grants after considering the following eligibility criteria:

- a. 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.
- b. Is located in the Town of Smiths Falls
- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.
- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.
- g. Must align with Town's Strategic Objectives and Guiding Principles.



GRANTS / CONDITIONAL GRANTS

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and/or tag line must be approved by the municipality.

Start-up funds for a new community event or festival.

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

Sponsorship funds for established community events or festivals.

- *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
- *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*

Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.

Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.

- *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private structures and properties if Council acknowledges that those facilities are used for the benefit of the community.*

Funding to support Federal or Provincial Government grant application requirements.

- *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.*

WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS

Council will **not** consider the following grant requests:

- a. Social assistance services that are provided by other government agencies or not for profit organizations.



- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals
- k. 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.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Smiths Falls.
- q. Organizations receiving greater than 50% funding from senior levels of government.
- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. 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.
- u. Incorporation costs or Director's Liability insurance costs

FUNDING LIMITS

To that end, Council will include a budget figure they deem appropriate at the first budget meeting of each calendar year. Further on in the budget process Council will determine how they will apportion this figure.

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 \$_____. 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.

GUIDELINES

1. Council will invite applications for financial assistance by advertising in the local newspaper and on the Municipal Website during the month of November each year.
2. 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.
3. All requests will be assessed based on availability of the requested resource, potential financial impact to the municipality, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact.



4. Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation or grant.
5. 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.
6. 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.
7. No donation or grant will be considered unless specifically authorized by 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. To be considered for the Municipal Grant Program, all applications must be completed and submitted by the deadline, **November 30th** of each year.
10. Application form is available on the website at www.smithsfalls.ca or by calling the Municipal Office at 613.283.4124.
11. 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.

D 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 not considered by Council.

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.



E CONSIDERATION

- d. Applications for grant or sponsorship funding will be considered during the Municipality's annual budget deliberations.
- e. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- f. There shall be no duplication of funding to any organization in any fiscal year
- g. Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.
- h. Grant or sponsorship funding allocated to an organization will be used first to clear any amounts owing to the Municipality. The balance of funds, if any, will then be forwarded to the organization.
- i. Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality
- j. 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 REVIEW PROCESS

Late or 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 (Evaluation Sheet Attached as Appendix A).

Any requests that are approved through staff evaluation and who are requesting \$10,000 or more will be required to be a delegation before Council. Council will provide final recommendations 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 applications determined to be ineligible for funding shall be notified, in writing of Council's decision.

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



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.

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

COMMITTEES OF COUNCIL

Committees of Council do not fall within the parameters of this policy. Committees of Council requesting municipal funds will be asked to submit a written request for funding. The request will be brought forward by the Committee Chair and/or Staff Resource and dealt with during regular budget deliberations.

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.

F 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.



**TOWN OF SMITHS FALLS
MUNICIPAL GRANT APPLICATION FORM**

NAME OF ORGANIZATION			
ADDRESS			
PHONE #	()	FAX #	()
CONTACT PERSON AND TITLE		PHONE#	()
EMAIL ADDRESS		CELL#	()
IS YOUR ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION?		YES	NO
INCORPORATION NO.		JURISDICTION OF INCORPORATION	
YEARS IN EXISTENCE		DATE OF LAST ANNUAL MEETING	
NUMBER OF ACTIVE MEMBERS		ALL FINANCIAL DOCUMENTS INCLUDED WITH APPLICATION Y/N?	
LOCATION OF EVENT IF APPLICABLE			

ORGANIZATION INFORMATION:

WHAT ARE THE ORGANIZATION'S OBJECTIVES?

DESCRIBE THE SERVICES THE ORGANIZATION PROVIDES:



PREVIOUS FUNDING:

LIST PREVIOUS FUNDING RECEIVED AND PURPOSE OF FUNDING:

YEAR:_____ AMOUNT:_____ PURPOSE:_____

YEAR:_____ AMOUNT:_____ PURPOSE:_____

YEAR:_____ AMOUNT:_____ PURPOSE:_____

GRANT REQUEST:

AMOUNT OF REQUEST IN CURRENT YEAR \$_____

DESCRIBE HOW THE GRANTED FUNDS WILL BE USED?

DESCRIBE THE PERTINANT GOALS AND TIMELINES:

DESCRIBE THE TARGETED POPULATION (AGE, SEX, ETC.)

ARE THERE CURRENTLY SIMILAR PROJECT/PROGRAM/EVENTS BEING OFFERED IN THE COMMUNITY? Y/N:_____ IF SO, HOW WILL THIS PROJECT/PROGRAM/EVENT COMPLEMENT, ENHANCE, OR DIFFER FROM OTHERS IN THE COMMUNITY:



WHAT OTHER BUSINESSES OR ORGANIZATIONS ARE INVOLVED IN THIS PROJECT/PROGRAM/EVENT? PLEASE DESCRIBE THEIR ROLES AND CONTRIBUTIONS:

DESCRIBE THE ORGANIZATON'S PLANS TOWARDS FUTURE SUSTAINABILITY:

GRANT OUTCOMES:

HOW MANY PEOPLE WILL DIRECTLY BENEFIT FROM THIS GRANT REQUEST: _____

AGE CATEGORIES THAT WILL BENEFIT FROM THIS REQUEST:

CHILDREN (1-12 YEARS): _____
YOUTH (13-17 YEARS): _____
ADULTS (18-64 YEARS): _____
SENIORS (65+ YEARS): _____

DESCRIBE THE ANTICIPATED OUTCOMES BOTH SHORT AND LONG TERM:

DESCRIBE HOW THE ORGANIZATION WILL EVALUATE THE BENEFITS OF THIS PROJECT/PROGRAM/EVENT TO THE ORGANIZATION AND THE COMMUNITY AND WHAT THE SPECIFIC PERFORMANCE MEASURES WILL BE:



OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION

SIGNATURE OF PERSON SIGNING APPLICATION

DATE

PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT APPLICATION CONSIDERED:

- a. Financial statements from the previous event or fiscal year
- b. The most up to date available month end financial statements
- c. A budget for the upcoming fiscal year or event
- d. Attach information pertaining to evaluation criteria

APPLICATION DEADLINE: NOVEMBER 30



Town of Smiths Falls
77 Beckwith Street North
PO Box 695
Smiths Falls ON K7A 2B8
613.283.4124
www.smithsfalls.ca

MUNICIPAL GRANT REPORT FORM

This form must be completed within three (3) months of the completion of the event/service OR at the end of the calendar year. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

NAME OF ORGANIZATION		TELEPHONE #
STREET ADDRESS		FAX#
CITY	POSTAL CODE	WEBSITE

Briefly describe the project/program/event for which the organization is reporting on:

Describe how anticipated goals and objectives were met including performance measurements:

How many people participated in or attended the project/program/event? How many paid attendees? What was the age and regional breakdown of attendees?

Date of program/event

Location of project/program/event

Describe how the greater community benefitted include both the short and long term positive outcomes to the Municipality (outcomes should be communicated in a public way i.e. media and social media):



Was the project/program/event a success? How is this success measured? If not a success, describe why not

Provide any other relevant information

DECLARATION

We, the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the document and materials attached to it, are true and complete.

Signature

Print Name

Title

Date

Phone #

Email



SMITHS FALLS

RISE AT THE FALLS

CORPORATION OF THE TOWN OF SMITHS FALLS
POLICY ON MUNICIPAL GRANTS

PLEASE ATTACH COPIES OF ANY MARKETING / ADVERTISING / PROMOTIONAL MATERIALS ACKNOWLEDGING THE SUPPORT OF THE MUNICIPALITY FOR THE EVENT, SERVICE, ACTIVITY FOR WHICH FUNDING WAS RECEIVED FROM THE MUNICIPALITY