



## **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 30<sup>th</sup>** of each year.
2. Application form is available on the website at [www.smithsfalls.ca](http://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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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.



**Town of Smiths Falls  
Community Grants / Festivals & Events Application Form**

<b>Name of Organization</b>			
<b>Mailing Address</b>			
<b>Phone #</b>	(    )	<b>Fax #</b>	(    )
<b>Key Contact Person &amp; Title</b>		<b>Phone #</b>	(    )
<b>Email Address</b>		<b>Cell #</b>	(    )
<b>Registered Not for Profit?</b>			<b>Yes</b> <b>No</b>
<b>Is this organization or it's governing body incorporated?</b>			<b>Yes</b> <b>No</b>
<b>Incorporation #</b>		<b>Jurisdiction of Incorporation</b>	
<b>Years in Existence</b>		<b>Date of Last Annual Meeting</b>	
<b>Number of Active Members or Volunteers</b>		<b>Financial Documents included in application? (Yes/No)</b>	
<b>Description of Request</b>	<b>Please choose:</b> <input type="checkbox"/> <b>Festival</b> <input type="checkbox"/> <b>Event</b> <input type="checkbox"/> <b>Community Support</b> <input type="checkbox"/> <b>In Kind Support</b>  <b>Brief Description of Request:</b>		
<b>Amount Requested</b>			
<b>Other Sources of Funding</b>			



**Organization Information**

**Organization or Group's Key Objectives:**

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**Overview of Service, Program or Event for which funding is being requested:**

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**Previous Funding Received from The Town of Smiths Falls:**

Year: _____	Amount: _____	Purpose: _____
Year: _____	Amount: _____	Purpose: _____
Year: _____	Amount: _____	Purpose: _____

**Details of Funding Request**

**Amount Requested:** \_\_\_\_\_

**How will the funding be used?**

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**Project or Event timelines:**

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**Town of Smiths Falls Strategic Plan Alignment:**

The Town of Smiths Falls is a caring community that provides citizens with a superior quality of life through effective and innovative services. Grants must align with the Strategic Plan for The Town of Smiths Falls. The full Strategic Plan can be found at [www.smithsfalls.ca](http://www.smithsfalls.ca)

**Please select which Strategic Priority your Program / Event aligns with.**

- Service sustainability
- Financial sustainability
- A strong community identity
- Growth and expansion
- Waterfront development
- Tourism
- Placemaking

**Please explain:**

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**Describe the Target Population that will benefit from your Program / Event:**

<p><b>Age Range:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Children Ages 1-12</li> <li><input type="checkbox"/> Youth Ages 13 – 18</li> <li><input type="checkbox"/> Adults Ages 19 – 64</li> <li><input type="checkbox"/> Seniors Ages 65 +</li> </ul>	<p><b># of Participants benefitting from this project:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 – 50</li> <li><input type="checkbox"/> 51 – 100</li> <li><input type="checkbox"/> 100 – 499</li> <li><input type="checkbox"/> 500 – 1000</li> <li><input type="checkbox"/> 1000+</li> </ul>
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**Other community benefits:**

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**Are there other similar projects / programs / events / festivals operating in Smiths Falls? If so, how will this be different?**

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**Key Partners and Supporters: (please state any in-kind support requested from the Town of Smiths Falls)**

Name of Individual or Organization	Type of Support (In kind, financial, volunteer, other)

**Is your Program / Service / Event / Festival a one-time event or an annual effort? How will this effort be sustainably in future years?**

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**Key Outcomes of Project**

**How will you know your Program / Service / Event / Festival was a success?**

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**How will you evaluate its success?**

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**Do you have additional information to share?**

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**Authorization:**

I declare that I am authorized to sign this funding request on behalf of

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(Name of organization submitting request)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

**Required Documents to Attach to Application**

- Most recent financial statements
- Financial statement from previous year or event
- Budget for program, service, event or festival
- Proof of incorporation if applicable
- NOTE: Proof of insurance may be required if funding is approved

**Application Deadline November 30<sup>th</sup>, 2018 @ 4:30 p.m.**

Nadine Bennett, Deputy Clerk

[nbennett@smithsfalls.ca](mailto:nbennett@smithsfalls.ca)



 SMITHS FALLS	Town of Smiths Falls 77 Beckwith Street North PO Box 695 Smiths Falls ON K7A 2B8 613.283.4124 <a href="http://www.smithsfalls.ca">www.smithsfalls.ca</a>	<h2>Municipal Grant Reporting Form</h2>
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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		Phone #
Mailing Address		Fax #
Town	Postal Code     ■	Website

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

Provide amount of grant funding provided for the organization/event received from the Town of Smiths Falls:

Key Outcomes outlined in application:



Describe how the greater community benefitted include both the short and long term positive outcomes to Was the project/program/event a success? How is this success measured? If not a success, describe why not.

How many people participated in or attended the project/program/event?

What was the age and regional breakdown of attendees?

Date of project/program/event:

Location of project/program/event:

List and **provide samples** of promotional material produced for the organization/event if applicable. Attach copies where available.

Provide final financial accounting of the event: (attach financial summary)

Provide any other relevant information:



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## 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	