

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

BY-LAW NO. 2019-76

“A BY-LAW TO ADOPT A GRANTS & DONATIONS POLICY”

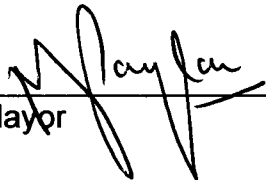
WHEREAS Municipal Council deems it advisable to adopt a policy with respect to community grants and donations;

NOW THEREFORE: The Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The attached hereto as Schedules “A”, “B” and “C” and forming part of the by-law is hereby adopted.
2. That this by-law will come into force and take effect on its passing.
3. By-law 2015-51 is hereby repealed.

Read a first and second time in open Council this 25th day of November, 2019.

Read a third and final time, passed, signed and sealed in open Council this 25th day of November, 2019.



Mayor



Deputy Clerk



Community Grants & Donations Policy

Purpose

The Township of Edwardsburgh/Cardinal offers a "Community Grant Program" to provide limited financial assistance and in-kind support to community groups and organizations within and directly serving the Township to assist with activities or special events.

This support is in recognition of the value of these groups which contribute to the well-being and growth of the community and to help the Township to retain a strong community focus.

Funding Options

Annually, as part of the budget process, Council will determine the financial commitment to the "Community Grant Program".

- Cash contribution

Financial assistance up to \$2,000 may be requested. Requests for more than \$2,000 require a formal presentation to Council.

Requests for financial assistance may be submitted with or without in kind support requests.

- In kind contribution

In kind contributions may include the use of Township property at reduced or no cost, waiving of permit fees, municipal staff support or the use or loaning of municipally owned equipment or material (e.g. photocopying). The Township may require that volunteers of the organization assist staff when providing in kind support.

In kind contributions may be requested with or without cash contribution requests.

Authority is delegated to Township staff to review and approve eligible in-kind contribution requests.

Eligibility Criteria

- 1.) Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
- 2.) Organizations whose primary focus is not within the Township may not be considered.
- 3.) Grant proceeds shall not be considered as the primary source of funding for the organization and are intended to be supplementary to main funding sources. Organizations will be requested to demonstrate exploration of other financial support and options such as fundraising efforts and volunteer support.
- 4.) Retroactive funding will not be considered.
- 5.) Grant recipients must have a bank account registered in the name of the organization or event. Cheques will not be issued to individuals acting on behalf of the organization or event.
- 6.) Under normal circumstances, only one request per organization is to be considered in a calendar year.
- 7.) Applications received after the deadline date may not be considered for cash contributions.
- 8.) Applicants that have not successfully submitted a satisfactory evaluation report by December 31st will not be eligible for future financial funding.
- 9.) Applications should fit into at least one of the following categories to be considered for funding:
 - Community Heritage
 - Community Special Events
 - Economic and Tourism Development
 - Supporting Youth/Seniors
 - Relief of Poverty/Health Advancement

Guidelines

All grant applications shall be submitted on the "Community Grants & Donations Application Form" and directed to the Municipal Clerk, on or before the third Friday in March each year.

Review & Assessment

- 1.) All requests for cash and in-kind contributions will be considered having regard for the Township's budget.
- 2.) Applications will be reviewed by staff for completeness, accuracy and compliance with this policy. Incomplete applications will be returned to the organization with a list of any additional information required.
- 3.) Grants in any year shall not be regarded as a commitment by the Township to provide guaranteed funding beyond the current year. For example, allocations of assistance in cash or in kind each year over a number of years will be not considered.
- 4.) All applications will be assessed in terms of:
 - Ability of the organization to carry out proposal and achieve desired results
 - Need for project in the community
 - Clear, measurable benefit to the Township and community
 - Ability of the organization to sustain initiative at the end of the funding period
 - Level of community involvement/ response to the organization and/ or their event(s)

Accountability

- 1.) Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be received based on past demonstrated fiscal responsibility of the applicants.
- 2.) Funds bestowed under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purpose outlined in the application.
- 3.) Financial statements of the organization or of the specific event and an accounting of the use of the funds granted by the Township may be requested by Council and/or the Clerk at any time.

- 4.) Successful applicants who receive financial funding from the program must complete the financial evaluation report. Reports must be submitted to the Township by December 31st of the year for which the grant is awarded. If the grant recipient fails to fully complete and submit the evaluation report to the Township within the stated time, that organization/group will not be eligible for future grant funding until such a time that the Township is satisfied that the report has been submitted in full.

Applications Dates

Applications must be received annually on or before the third Friday in March.

Publishing Policy

Notice of application deadlines, application forms and this policy will be posted on the Township's website.



Community Grants & Donations Application Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1.) a) Provide a brief description of your organization including its purpose and goals.

b) Is your organization incorporated? YES NO

c) Is your organization registered as non-profit? YES NO

d) List executives of your organization.

Schedule "B"
By-law 2019-76

2.) a.) Assistance Requested (check appropriate box(es) and indicate dollar amount):

Financial Contribution \$ _____

(requests for more than \$2,000 require a formal presentation to Council)

In kind Assistance

Staff support

Equipment/Materials

Use of Municipal Property/Facilities

Other: _____

b.) If this application includes request for in kind assistance, please outline details of the request. (i.e. type and estimate hours of staff support, facilities to be used, dates, etc.)

3.) For what specific purpose(s) is the requested financial contribution to be utilized for within your organization? Granted funds must be used for stated purpose(s).

4.) What other steps are being undertaken to provide revenue for your organization? (i.e. admission fees, fundraising etc.)

5.) Indicate which category most closely relates to the activities and goals of your organization.

Community Heritage
Economic and Tourism Development
Community Special Events
Supporting Youth/Senior Events
Relief of Poverty/Health Advancement

Name & Title of Individual Making Application

Signature

Date



Community Grants & Donations Evaluation Form

Name of Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

1) Project/Activity/Event Description:

a) What specific results were achieved through the funding of your project/activity/event?

b) How did this grant benefit the community as anticipated or expected?

c) As a result of this grant, did your organization increase or enhance partnerships and collaborations with other groups in the community? Explain,

2) **Assistance Received: Financial Contribution \$ _____**

a) For what specific purpose(s) was the requested financial contribution utilized for within your organization?

b) Please attach a financial report that outlines the project/activity/event income (funding) and expenditures. **Invoices for the program/activity/event may be requested to support the financial report.**

Print Name & Title/Position

Signature

Date

The Project Evaluation Form and any supporting documents are to be submitted within two months of the completion of the program, activity or event or December 31st of the same year for which the grant is awarded.