
POLICY	Municipal Grants Program Policy
POLICY NUMBER	F.03.002
CATEGORY	Finance
SUPERCEDES POLICY	F&A 11-2016
RELATED POLICIES	Waiver or Reduction of Rental Fees for Municipally Owned Facilities, Operating and Capital Budgeting Policy
APPROVED BY	2024.21.12
REVIEW DATE	October 30, 2024

PURPOSE

The purpose of this policy is to outline the eligibility criteria, as determined by Council, for grant funding opportunities through the Municipal Grant Program Policy and to define the process for accepting applications.

SCOPE

The Municipal Grants Program provides financial and in-kind assistance contribution grants to eligible non-profit organizations to support their initiatives.

DEFINITIONS

Charitable Organization means a registered association that must use its resources for charitable activities and have exclusively charitable purposes.

Community Project Grant means one-time assistance either as:

- a. Seed funding for the start-up of an organization/project;
- b. Funds for a short-term undertaking with a start-up and completion date;
- c. Loan guarantees to assist an organization in acquiring the financial assistance from a financial institution needed to support the construction of a project or support for a specific project

Dutton Dunwich Based means the main operation is located within the geographic location of the Municipality of Dutton Dunwich, or the demonstrated benefits are primarily to the residents of Dutton Dunwich

Fees mean all fees as outlined in the municipal User Fees By-law

In-Kind Grant means the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of the applicant. While cash funds are not provided in relation to these grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality

Minor Sport Group means a non-profit organization, guided by a constitution and by-laws governed by a Board.

Non-Profit Organization means an incorporated, tax-exempt organization that does not exist to make a profit and provides public benefit through the arts, culture, recreation, education and/or community-focused activities operating within the Municipality of Dutton Dunwich.

Service Club means a voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. Services clubs include; Lions Club, Optimist, Masonic/Freemasons, Order of the Eastern Star, etc.

POLICY

Types of Grants

Program 1 - Financial and in-kind assistance: provides eligible financial grants and in-kind contribution grants to support specific initiatives that promote inclusiveness and a broad community benefit through improving the well-being of the community and the quality of life for its residents.

Program 2 – Multi-government funding support: provides a required municipal contribution to access funding from the federal and/or provincial government(s).

Accountability

Organizations 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 reviewed based on past demonstrated fiscal responsibility of the applicants. Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between initiatives or groups. Any unspent funds at the end of the initiative must be returned to the Municipality.

A grant is not to be regarded as a commitment by the Municipality to continue assistance in the future

Eligibility Criteria

Municipal grants are intended to be supplementary to an organization's main source(s) of revenue. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).

The Municipality is not obligated to allocate funds to any organizations regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this policy.

- Grants are awarded on a project-by-project basis
- There can only be one application per organization
- Grant applicants must supply the municipality with financial statements to show the need for financial assistance.
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service

- The applicant organization must spend the grant funding on the sole purpose for which it was awarded within the fiscal year for which it was awarded

The application will be considered based on the following five categories:

1. Tourism/Economic Development
 - a. the project significantly benefits tourism by bringing visitors from outside the Municipality of Dutton Dunwich
 - b. promotes events highlighting the Municipality of Dutton Dunwich
2. Community Engagement
 - a. The project strengthens community life, accessibility and public involvement in organizations
 - b. Promotes quality of life and healthy living projects
3. The Arts
 - a. The project produces, presents, distributes, educates, and/or encourages the appreciation of and the creation of work in the literary, performing or visual arts
4. Culture and Heritage
 - a. The project represents the creative capacities of residents or the celebration of diversity, equity or inclusion
 - b. The project protects and/or educates residents on the heritage of the Municipality of Dutton Dunwich.
5. Other

Exclusions

- Individuals, businesses, publicly-funded institutions (i.e. schools, hospitals, etc.) are not eligible to apply through the Municipal Grants Program.
- Organizations that provide grants for others

Application Process

Late or incomplete applications will not be considered.

All grant applications shall be directed to the Deputy Treasurer on or before September 30th each year to ensure they are incorporated in the annual budget deliberations. Exemptions may be granted at the discretion of Council. Only one grant request per organizations will be considered. All applications shall be submitted on the Grant Application Form – Appendix A.

Conditions

- An organization can only submit one application per year whether it be for Program 1 or Program 2
- Organizations cannot submit an application for an initiative that has been reviewed and denied twice
- The maximum amount available to any one eligible organization in any one year is \$5000 for applications under Program 1 (this excludes operations agreements with Backus-Page House Museum and the Wallacetown Agricultural Society). Applications under Program 2 will be dependent on the type of Provincial/Federal grant.
- If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

Municipal Recognition

Successful organizations shall acknowledge the Municipality of Dutton Dunwich's contribution through all promotional means. The Municipality's logo is available by contacting the Clerk's Department.

RESPONSIBILITY

The Council will:

- Approve applications recommended by staff up to the \$25,000 Council budget line item.

The Deputy Treasurer will:

- Prepare and post the application form
- Review the applications to determine the eligibility based on the requirement of the policy
- Determine if additional information is required
- Prepare a report to Council with recommended eligible applications for their consideration
- After Council approvals, issue payments and keep records of post-project reports.

MONITORING AND REPORTING

This policy will be reviewed a minimum of once per Council Term to ensure its effectiveness and compliance with legislation and current business processes, or as required based on legislative changes.

RELATED DOCUMENTATION

- Municipal Grant Application Form

Municipal Grant Application Form

Organization Name: _____

Contact Person (must have signing authority): _____

Phone Number: _____

Email Address: _____

Project Description

Name of Project: _____

Request is for: ☐ In-kind support ☐ Financial support

Amount requested: \$_____

Outline the details of your project (dates, staff assistance required, equipment or supplies)

Goals and Objectives

Check all that apply:

☐ Tourism/Economic Development

☐ Community Engagement

☐ The Arts

☐ Culture and Heritage

☐ Other - please specify: _____

Please attach the following with this application form at submission:

- A detailed proposed budget for the fiscal year that the grant is being applied for, detailing expenditures and revenues, including a list of all other sources of funding and/or grants/donations
- Formal financial statements from the preceding fiscal year which will include:
 - Statement of Financial Position – signed by two directors
 - Statement of Revenue and Expenditures
- Listing of the current Board of Directors including contact information
- A copy of the most recent annual general meeting (AGM) minutes, if available.

Signature of Applicant: _____

Date: _____

Submit via

Email: deputytreasurer@duttondunwich.on.ca

Fax: 519-762-2278

Mail or in-person: Attention Deputy Treasurer, 199 Currie Road, Dutton ON, N0L 1J0

Upon receipt of your application, confirmation will be provided to the applicant. Should the Municipality have any further questions pertaining to your request, you may be contacted to provide additional details. The applicant will be informed of the decision on the application in writing and provided next steps.