

The Corporation of the City of Clarence-Rockland

Policy on Municipal Grant Program			
Code	POL5009.1-2609		
Jurisdiction	Finance		
Approved by	By-law 2026-94	Date	2026-09-10

Policy Statement

The City of Clarence-Rockland recognizes that many municipally located organizations, groups, and events provide a valuable contribution to the residents of the City of Clarence-Rockland. The Municipality understands the financial constraints in which these organizations operate and the impact and social responsibility that the Municipality undertakes to support the viability / financial stability of these community organizations, groups, and events.

Relationship to the City of Clarence-Rockland's Strategic Plan

The Municipal Grants Program intends to provide services that enable a financially sustainable community which will care and provide for the needs and the values of its residents.

Purpose/Objective

The purpose of this Policy is to provide a consistent procedure for the issuance of all municipal grants, whether it is monetary or for the use of municipally owned resources, to community organizations, groups, and events.

The objective of grants issued by the City of Clarence-Rockland is to promote the well-being of the community and its growth and/or recognition of individuals in the community through providing resources to organizations, groups, and events in a fair and equitable manner.

This Policy identifies the type of funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

Program Intent

Every year the Municipality receives more grant requests than it can fund. The objective of this Policy is to treat all organizations fairly and consistently while being fully transparent. The aim of the Municipal Grants Program is to share

available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations.

Scope

This Policy applies to any direct monetary contribution or contribution of City services, facilities or equipment which are not eligible for assistance under any other Council program. All sources of funding to be transferred as a grant or a contribution to another organization's activities shall be done through this program.

Municipally owned resources eligible for grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

Types of Grants

The different types of grants awarded through the Municipal Grants Program Policy are identified as follows:

Program 1 –In-Kind Assistance

A municipal contribution provided in the form of City-owned facilities, equipment, materials, services, technical expertise, or staff resources rather than cash. While no funds are transferred to the recipient, the assistance has an estimated financial value and may represent either an expense or foregone revenue to the City.

In-kind support is defined as:

- Tangible support such as the loan of basic equipment (tables, chairs, barricades)
- Technical support such as communications support, advertising, event coordination, invitations to elected officials, etc.

Program 2 – Financial Assistance

A monetary contribution provided by the City to an eligible organization to support a specific program, event, or initiative that benefits the Clarence-Rockland community. Funding may be awarded to assist with approved eligible costs directly related to the initiative and must be used solely for the purpose for which it was approved and awarded by the City.

Program 3 – Multi -Government Funding Support

Provides a required municipal contribution to access funding from the federal and/or provincial government(s).

Responsibilities

Treasurer

The Treasurer shall:

- Administer the Municipal Grants Program and oversee its implementation in accordance with this Policy.
- Inform the community of grant opportunities through the City's website and other appropriate communication channels.
- Receive all grant applications submitted under the Municipal Grants Program.
- Conduct an administrative review of all applications to determine completeness, eligibility, and compliance with the requirements of this Policy.
- Refuse or disqualify applications that are late, incomplete, ineligible, or otherwise non-compliant with this Policy.
- Notify applicants in writing when an application has been deemed incomplete, ineligible, disqualified, or otherwise not forwarded for consideration by the Municipal Grants Program Committee.
- Forward eligible applications to the appropriate municipal departments for review and the preparation of in-kind cost estimates, where applicable.
- Request comments and recommendations from relevant departments, including guidance from the Community Development Department regarding the alignment of proposed initiatives with municipal programming objectives and priorities.
- Assemble departmental feedback and provide all relevant information to the Municipal Grants Program Committee for consideration.
- Review and approve requests for In-Kind Assistance Grants, subject to the availability of municipal resources and favourable comments from the affected department(s).
- Report all approved and refused In-Kind Assistance Grants to the Municipal Grants Program Committee for information purposes.
- Coordinate the execution, retention, and records management of Letters of Award, Letters of Agreement, and other grant-related documentation, where required.
- Prepare reports and recommendations to Council regarding grant allocations, and expenditure tracking, as required.

- Recommend amendments to grant-related policies, procedures, and administrative practices, as required.
- Ensure compliance with all applicable legislation, municipal policies, procedures, and reporting requirements.

Council

Council shall:

- Establish the annual budget for the Municipal Grants Program through the municipal budget process.
- Consider recommendations from the Municipal Grants Program Committee, including terms, conditions, restrictions, or exceptions deemed appropriate for grants awarded under this Policy, and approve or deny Financial Assistance Grant applications by resolution.
- Approve this Policy and any amendments thereto.

Municipal Grants Program Committee

The Municipal Grants Program Committee shall:

- Review all eligible Financial Assistance Grant applications submitted under the Municipal Grants Program.
- Evaluate applications in accordance with this Policy, available funding, and any additional criteria approved by Council.
- Consider the estimated value of approved In-Kind Assistance Grants when evaluating overall municipal support provided to an organization.
- Make recommendations to Council regarding the approval of Financial Assistance Grant requests.
- Approve the refusal of Financial Assistance Grant applications that do not merit funding, without requiring Council consideration.
- Operate in accordance with its approved Terms of Reference and delegated authority.

Department Heads

Department Heads shall:

- Provide in-kind cost estimates for municipal facilities, equipment, materials, staff time, and other municipal resources requested through the Municipal Grants Program.
- Provide comments and recommendations respecting the operational, financial, and logistical impacts of proposed grant requests when requested by the Treasurer.

Clerk's office

The Clerk's Office shall:

- Schedule Municipal Grants Program Committee meetings following each application intake period and as otherwise required.
- Prepare and publish Committee agendas.
- Record and maintain meeting minutes and official records.
- Coordinate the submission of Committee recommendations to Council.
- Provide procedural support and advice to the Municipal Grants Program Committee.

Policy Procedure

All requests for grants should be submitted to the Treasurer in compliance with the prescribed application form, during the prescribe application period.

All requests should be made well in advance of the event (at least 60 days prior) so that the request can be considered by the Treasurer.

All applications shall be subject to an administrative review by the Treasurer to determine whether the application complies with the requirements of this Policy.

Applications that are incomplete, submitted after the applicable deadline, fail to meet eligibility requirements, or otherwise do not provide sufficient supporting documentation, may be refused by the Treasurer without being forwarded to the Municipal Grants-Program Committee.

A refusal by the Treasurer under this section is considered an administrative determination regarding eligibility and completeness, and is not considered a decision on the merits of the application by the Municipal Grants Program Committee or Council.

Financial grant applications will be funded from money determined at the annual operating budget.

Grants allocated by the municipality are not to be regarded as a commitment by the municipality to continue such grants in the future. Grants will be approved and issued for the current operating period. Applicants requiring funding beyond the current operating period will be required to reapply on an annual basis.

No financial grant will be considered approved unless specifically authorized by Council in the form of a resolution.

When awarding a grant, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding grants are final.

Grants shall not be utilized to assist with operating expenses, capital expenditures, construction projects, renovations, or the acquisition of assets retained by an organization.

Grants shall not be utilized to assist with waiver of fees, building permit fees, S.O.C.A.N. costs, electrical hook-up fees, security expenses.

General Eligibility Criteria and Program Principles

Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form.

Individuals will not be eligible to receive grants from the City.

The total value of all grants awarded to an organization, including both financial contributions and the estimated value of in-kind support, from program 1 & 2 shall not exceed \$5,000 per calendar year.

Event must be in the City of Clarence-Rockland and promote the wellbeing of Clarence-Rockland residents.

It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

All decisions of the Treasurer, Committee, or Council will be final.

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.

No more than 30% of the expenditures can be use for administration costs of the event.

The organization must show exploration of other financial and in-kind support (i.e.: fundraising and volunteer support).

All funding shall be for future initiatives. Retroactive funding will not be considered.

Equity and accessibility to participants must be demonstrated.

Repeat Municipal Grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

Funding requests may be reduced in value at the discretion of the Committee to support a wider range of initiatives.

Grants may be awarded with certain terms and conditions.

The Letter of Award will state if any restrictions apply to the grant.

Organization or events determined to be ineligible for funding or denied funding in any given year shall be notified in writing.

The Committee is not obligated to allocate funds to any organization although they satisfy the eligibility criteria and meet all of the objectives of this Policy.

Ice-Time subsidies will not be managed through this policy or through the Municipal Grants Program Committee. However, any organization receiving ice-time subsidy will be considered as receiving in-kind contributions from the City. The actual subsidy amount shall be considered as part of this application.

Municipal Liability and Insurance Coverage

Applicants for a grant of municipally owned resources are required to hold sufficient commercial general liability insurance and to provide an insurance certificate outlining the insurance coverage and listing the Corporation of the City of Clarence-Rockland as an additional insured.

At a minimum commercial general liability coverage of \$2,000,000 will be the requisite, but increased and additional coverage may be required based on assessment of the application/applicant during the grant review process.

The insurance certificate must be submitted with the application or the application will be considered incomplete and will be denied.

All grantees must ensure adequate levels of property, general liability and/or alcohol-related event insurance naming the City of Clarence-Rockland as an additional insured.

This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal Policy.

The determination of insurance levels is at the sole and unique discretion of the Municipality, either through the CAO's office or by Council resolution.

Ineligible Applicants and Exclusion

Individuals and businesses, are not eligible to apply through the Municipal Grants Program.

Publicly funded institutions (i.e.: libraries, schools, hospitals, etc.) are only eligible for in-kind assistances and preferential rates to City facilities only.

Organizations that may be located within the City of Clarence-Rockland, but are more regionally oriented, or that represent or service a special interest group

shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).

Organizations with outstanding balances or amount owing the City of Clarence-Rockland will not be eligible for grants.

Organizations cannot submit an application for an initiative that has been denied twice.

Consideration will not be given to requests for grants used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event.

Consideration will not be given to request for grants destined to an individual, political parties, or politically motivated events.

Foundations engaged primarily in fundraising activities shall not be eligible for financial grant funding under this Policy. Such organizations may only be eligible for in-kind assistance, subject to the provisions of this Policy and the availability of municipal resources.

Construction projects, building additions, major renovations, or other permanent improvements to land or buildings shall not be eligible for funding under the Municipal Grants Program.

Capital projects, including the purchase of equipment, furnishings, or other assets that will remain the property of the organization after the initiative or event, shall not be eligible for funding under the Municipal Grants Program.

Applications

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied.

The Treasurer may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

Financial Considerations

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

Any event that has not taken place after payment from the Municipal Grant Program shall be returned, in full, to the City. Failing to return the money disqualify the organization for further financial and in-kind assistance.

Unused amounts in the Municipal Grants Program at the end of each year will be carried over to the next year. The combined total of carryover of funds and current year funding that will be available in any year will not exceed \$200,000.00.

Reporting

All organizations receiving funding from the City must provide a financial report to present the results of the event. Only revenues and expenses specific to the event approved by the Municipal Grant Program are to be included in the report.

Any organization that does not submit a report will not be considered for funding in the future.

Report to Council

Minutes from the Municipal Grant Program Committee will be shared to Council through weekly correspondence, once approved by the committee.

Municipal Grant Program Committee agendas will be made available to the public and Council, and will include the list of In-kind assistance given in the current year.

All financial assistance application recommended to be awarded by the Municipal Grant Program Committee will be submitted to Council for approval by resolution.

Review and Amendments

The policy needs to be reviewed every 2 year by Finance department.

Previous Code	Reviewed /Modified	Date (YYYY-MM-DD)	Updated by (employee name and title)	Authority (by-law, resolution or signature)
FIN1.1-2024	Adopted	2024-01-17	Frédéric Desnoyers, Treasurer	By-law 2024-07
FIN1.1-2024	Modified	2024-06-12	Frédéric Desnoyers, Treasurer	By-law 2024-57

Previous Code	Reviewed /Modified	Date (YYYY-MM-DD)	Updated by (employee name and title)	Authority (by-law, resolution or signature)
FIN1.1-2024	Modified	2024-10-09	Frédéric Desnoyers, Treasurer	RES2024-105
FIN1.1-2024	Modified	2026-03-11	Frédéric Desnoyers, Treasurer	By-law 2026-27
POL5009.1-2603	Modified	2026-08-12	Frederic Desnoyers, Treasurer	By-law 2026-94

Program 1 –In-Kind Assistance

A municipal contribution provided in the form of City-owned facilities, equipment, materials, services, technical expertise, or staff resources rather than cash. While no funds are transferred to the recipient, the assistance has an estimated financial value and may represent either an expense or foregone revenue to the City.

In-kind support is defined as:

- Tangible support such as the loan of basic equipment (tables, chairs, barricades)
- Technical support such as communications support, advertising, event coordination, invitations to elected officials, etc.

1. Funding

The contribution amount will be calculated in accordance with the Appendix A of this document. For example, an organization seeking continuance of a municipal contribution of subsidized room rental for the year will be seeking for the total amount as calculated using the Appendix A.

2. Eligibility requirements

The applicant must be a recognized not-for-profit organization by the City of Clarence-Rockland.

Applicants must meet the general eligibility requirements contained within this Policy.

The requested municipal resources must be directly related to the proposed event, program, or initiative.

Requested municipal facilities, equipment, materials, or staff resources must be available during the requested period and shall not interfere with municipal operations or previously approved bookings.

The applicant shall demonstrate that the requested assistance contributes to the success of the initiative and that alternative resources have been explored where appropriate.

Applications requesting municipal staff support shall clearly identify the nature of the assistance required, the estimated number of hours requested, and the expected benefit to the initiative.

3. Application process

- 3.1. Applications shall be submitted to the Treasurer using the prescribed application form no fewer than sixty (30) days before the event or initiative
- 3.2. Applications will be date stamped upon receipt.
- 3.3. The Treasurer shall review the application for completeness and eligibility.
- 3.4. Where municipal resources are requested, the Treasurer shall circulate the application to the affected department(s) for review and preparation of an estimated in-kind value.
- 3.5. Department Heads shall confirm:
 - availability of the requested resources;
 - estimated municipal cost;
 - operational impacts;
 - any recommended conditions
- 3.6. Where required, the Treasurer may request additional information from the applicant prior to making a decision.
- 3.7. Once approved, the applicant shall coordinate directly with the applicable municipal department regarding delivery of the approved municipal services.

4. Decision

- 4.1. The Treasurer has delegated authority to approve or refuse In-Kind Assistance applications.
- 4.2. Approval is subject to:
 - compliance with this Policy;
 - availability of municipal resources;
 - operational feasibility; and
 - satisfactory departmental comments.

- 4.3. The Treasurer may approve all, part or non of the requested assistance.
- 4.4. Approved applicants shall receive a Letter of Award identifying:
- the approved municipal resources;
 - the estimated value of the contribution;
 - any conditions attached to the approval.
- 4.5. All Approved and refused In-Kind Assistance Grants shall be reported to the Municipal Grants Program Committee for information.

Appendix 1 : understanding in-kind contribution

What is an in-kind contribution?

An in-kind contribution is a contribution of a good or a service other than money. Some examples include:

- labour (for example, road blocking measures installation, facility cleaning)
- donated goods (for example, water)
- donated services (for example, professional advice from a City employee)

How do you calculate your in-kind contribution?

The calculation of your in-kind contribution is based on your best estimates. The following figures may help guide you:

- calculate general labour at the established hourly rate.
- calculate specialist labour (for example, engineer or architect) at an established hourly rate.
- calculate donated goods at the fair market value.
- Include an administrative rate of 18% of total costs.

Example of how to calculate your in-kind contribution.

Goods / service to be provided	Organization / Supplier	Number of hours	Rate per hour	Total value \$
Tables and chairs	City of Clarence-Rockland	10	\$	\$\$\$
Facility use (established costs of using the facility)	City of Clarence-Rockland	10	\$	\$\$\$
Provision of City water for events (pool)	City of Clarence-Rockland	Cost per cubic meter	\$/L	\$\$\$
TOTAL				\$\$\$

In-kind contributions calculations:

All costs related to the activity must be calculated and included in the requests. For example, ice-time rentals must be valued at fair market value, such as what the City would reasonably expect to receive a similar rental occurred at the time.

Program 2 – Financial Assistance

A monetary contribution provided by the City to an eligible organization to support a specific program, event, or initiative that benefits the Clarence-Rockland community. Funding may be awarded to assist with approved eligible costs directly related to the initiative and must be used solely for the purpose for which it was approved and awarded by the City.

1. Funding

- 1.1. Funding for Program 2 shall be established annually through the municipal budget process.
- 1.2. Financial assistance is intended to provide partial financial support only and shall not be relied upon as the primary funding source for an initiative.
- 1.3. Funding may be awarded for less than amount requested.
- 1.4. Funding is subject to the availability of approved budget funds.

2. Eligibility requirements

- 2.1. Applications must include a detailed budget for the proposed initiative, including all projected revenues, expenditures, other sources of funding, fundraising activities, and the specific use of the requested municipal grant funding. Applications submitted without a detailed initiative budget shall be deemed incomplete and will not be forwarded to the Municipal Grants Program Committee for consideration.

3. Application process

- 3.1. There is a period in October that will open for funding for the following year, and possibly a period in March of the current year if there are remaining funds in the budget.
- 3.2. The first application period will open annually on October 1st and close the last Friday in October for events of the following year. The allocation of municipal grants will occur in the following year providing the annual budget is approved.
- 3.3. A second application period will open as needed on March 1st and close the last Friday in March, for event that are happening in June to December of the current year.
- 3.4. All applications will be date stamped and numbered when received.

- 3.5. Applicants will receive a notification that their application has been received.
- 3.6. If the application is complete, it will be forwarded to the Committee for evaluation.
- 3.7. Incomplete application will be denied by the Treasurer and not presented to the Committee.

4. Decision

- 4.1. Eligible applications shall be evaluated by the Municipal Grants Program Committee using the criteria established in this Policy
- 4.2. In evaluating applications, the Committee may consider :
 - community benefit;
 - number of residents served;
 - financial need;
 - organizational capacity;
 - volunteer participation;
 - partnerships
 - previous compliance with reporting requirements;
 - availability of municipal funds;
- 4.3. The Committee may recommend
 - approval in full;
 - partial approval;
 - approval with conditions; or
 - refusal.
- 4.4. Recommendations for approval shall be forwarded to Council.
- 4.5. Financial assistance is not considered approved until authorized by Council resolution
- 4.6. Successful applicants shall receive a Letter of award outlining:
 - approved funding;

- reporting requirements;
- any condition imposed by Council.

4.7. Applicants whose requests are not approved shall be notified in writing.

Program 3 – Multi -Government Funding Support

Provides financial support, in the form of a municipal contribution (cash, in-kind, or a combination of both), to eligible community non-profit organizations where such a contribution is required to access funding from the federal and/or provincial government(s).

1. Funding

The maximum amount available to any one eligible organization in any one year is \$10,000.00, as determined by the Committee. If an organization is requesting more than \$10,000.00, the Committee will review the application and through the Financial Services Department, may bring a report to Council for consideration. Council has the discretion to increase this maximum for an extraordinary, one-of-a-kind initiative need or circumstance which may be considered and only if the annual budget allows.

2. Eligibility requirements

- 2.1. The applicant must be a non-profit organization recognized by the City of Clarence-Rockland.
- 2.2. Applicants must meet the general eligibility requirements contained within the Municipal Grants Program Policy.
- 2.3. The proposed initiative must be located within, or primarily benefit, the residents of the City of Clarence-Rockland.
- 2.4. The applicant must demonstrate that the requested municipal contribution is a requirement to obtain funding from a federal and/or provincial government program.
- 2.5. The application must include evidence of the external funding program, including the funding guidelines, eligibility requirements, and the required municipal contribution, where applicable.
- 2.6. The applicant must submit a detailed project budget identifying all anticipated revenues, expenditures, confirmed funding sources, pending funding applications, and the specific purpose for which the municipal contribution will be used.
- 2.7. The applicant must demonstrate that the initiative is financially viable and that sufficient funding has been secured, or is reasonably expected to be secured, to complete the project.
- 2.8. Organizations that have previously received municipal grant funding must have satisfied all reporting requirements before a new application will be considered.

3. Application process

- 3.1. Applications under Program 2 shall follow the same application process as outlined in the Municipal Grants Policy for Program 2 – Financial Assistance.

4. Decision

- 4.1. Applications shall first be reviewed by the Municipal Grants Program Committee to confirm eligibility and compliance with this Policy.
- 4.2. The Committee shall evaluate:
 - the strategic value of the initiative;
 - the amount of external funding being leveraged;
 - the financial capacity of the applicant;
 - community benefit;
 - municipal financial impact.
- 4.3. Where the requested municipal contribution is within the Committee's delegated funding authority, the Committee shall make a recommendation to Council.
- 4.4. Where the requested contribution exceeds the maximum funding established in these Guidelines, the Committee shall provide a recommendation to Council for consideration.
- 4.5. Council shall determine whether the municipal contribution will be provided and may establish any conditions considered appropriate.
- 4.6. Successful applicants shall enter into any funding agreement required by the City prior to the release of municipal funding.