

# Corporation of the City of Clarence-Rockland

<b>Municipal Grants Program /Policy</b>			
<b>Section</b>	Finance		
<b>Subject</b>	Municipal Grants	<b>Number</b>	FIN1.1-2024
<b>Adopted by</b>	By-Law 2024-07	<b>Date Issued</b>	2024-01-17
<b>Revised by</b>	By-Law 2024-57	<b>Date Revised</b>	2024-06-12
	Resolution RES2024-105		2024-10-09

### 1.0 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 under and the impact and social responsibility that the Municipality undertakes to support the viability / financial stability of these community organizations, groups, and events.

### 2.0 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.

### 3.0 Purpose/Objectives

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 funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

### 4.0 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.

### 5.0 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)

## 6.0 Types of Grants

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

- **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. 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.
  - Preferred rates for the rental of City facilities.
- **Program 2 – Multi-Government Funding Support:** provides a required municipal contribution to access funding from the federal and/or provincial government(s).
- **Program 3 – Identify Signature events,** which are events which occur from year to year, that are considered separate from this process.

## 7.0 Definitions

**Annual Report** is the annual report submitted by the Municipal Grants Review Committee to Council.

**Application Process** is the application-based process managed and reviewed by the Municipal Grants Review Committee to determine and approve grant funding to organizations.

**Council** shall mean the Council of the Corporation of the City of Clarence-Rockland.

**Criteria** are used to evaluate grant applications based on how the organization's initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the City's contribution, and how the success of the initiative will be determined.

**Established Organization** is an organization that has existed in the community for more than 3 years.

**Emerging Organization** is an organization that has existed in the community for 3 years or less.

**Facility Grants** is a subsidy or contribution given to an organization with the goal of providing them lodging, space or services to undertake their activity or business.

**Financial Assistance** is a grant that provides funding to an organization.

**Grant Application** is the application form required to be completed and submitted prior to consideration of any grant funding.

**Initiative** means any public undertaking of a project, program, and/or event carried out by an organization.

**In-Kind Assistance** is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. In-kind grants will include the estimated value of the initiative.

**Letter of Agreement** shall mean a document, signed by both the organization and the City of Clarence-Rockland, that outlines the terms and conditions and reporting required to receive funding.

**Letter of Award** shall mean a written confirmation of an award to an applicant.

**Methods of Communication** are methods used by the City to communicate to the public, including but not limited to: the City's website, social media, newspaper and press releases.

**Municipal Grants Review Committee (hereinafter called the "Committee")** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference and delegated authority, to review and make recommendations of the grants requests in accordance with this Policy.

**Organization** is a non-profit community group/organization as defined in the City's that provides products or services to improve or benefit the community. Non-profit organizations are usually concerned with generating enough revenue to provide support to their community. Non-profit organizations reinvest any money earned back into their own operation to grow the organization and further support its mission.

## 8.0 Responsibilities

The Finance Department will inform the community of grant opportunities through updates to the City's website. The Director of Finance will receive the applications and submit them to the appropriate department to conduct in-kind cost estimates. The Community Development Department will provide guidance on the proposed event's relation to the established programming plans. The Director of Finance will assemble departmental feedback and provide it to the committee for their decision.

Late or incomplete or disqualified applications will not be forwarded to the Committee for consideration.

The Committee will evaluate applications and make recommendations based on the grant criteria outlined in the Municipal Grants Program Guidelines and the available funds. All decisions of the Director of Finance, Committee, or Council where applicable, will be final.

### Council

- Establishes the budget for the Municipal Grant process through the budgeting process.
- Approves financial grants, excluding in-kind assistance requests.
- Approve policies, procedures, and guidelines as they relate to grants, including financial and in-kind assistance.

### Municipal Grants Review Committee

- To review and make recommendations to Council for the approval of all Financial Grant applications while considering the estimated financial value of the approved in-kind assistance requests.
- All applications will be assessed by the Committee and recommendations brought to Council 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
  - Overall community impact
  - Any other criteria deemed suitable by the Grant and Contribution Committee
- The Committee will be a committee of Council and the chair will be determined by the committee through a normal process.
- Approve the refusal of financial assistance grant.

### Director of Finance

- To review and approve in-kind assistance requests subject to the availability of resources and favorable feedback from the affected department head.
- To submit a report of all in-kind assistance requests approved/rejected for each Municipal Grants Review Committee Meeting to be received as information.
- Recommending policies and procedures surrounding the management of Municipal grants.
- Preparing reports for presentation to Council surrounding grants and expenditure performance.
- Ensuring adherence to statutory and policy requirements.

### Chief Administrative Officer

- Develops processes to reflect corporate priorities.

### Department Heads

- Provides the Director of Finance with the in-kind costs for City services, facilities, equipment, etc.

## 9.0 Policy Procedures

- All requests for grants should be submitted to the Director of Finance in conformance with the prescribed application form.
- In-kind assistance requests should be made well in advance of the event (at least 60 days prior) so that the request can be considered by the Director of Finance.
- Financial grant applications will be funded from money determined at the annual operating budget.
- General grant applications may be submitted at any time, using 15.0 as a reference point.
- Grants made 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 will not be available to groups that have failed to comply with any reporting requirements (if applicable) from previous grants.
- Grants shall not be utilized to assist with operating expenses of an organization.
- Grants shall not be utilized to assist with development related waiver of fees, building permit fees, S.O.C.A.N. costs, electrical hook-up fees, security expenses.

## 10.0 General Eligibility Criteria and Program Principles

- Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form. (See Application Form).
- Individuals will not be eligible to receive grants from the City.
- The municipality reserves the right to limit the number of grants made to a particular organization in any given year.
- Applicants and/ or the event must be in the City of Clarence-Rockland and promote the wellbeing of Clarence-Rockland residents.
- Signature events are only eligible for additional program 3 and for in-kind assistance.
- It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
- The City Council's decisions regarding eligibility are final.
- Organizations and/or charities whose primary focus is not within the municipality shall not be eligible.
- 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).
- All funding shall be for future initiatives. Retroactive funding will not be considered.
- Evidence of service need, or uniqueness of service provided (responsiveness to community) must be outlined.
- 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.
- Grant applicants 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 Grants and Contributions 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.

## 11.0 In-Kind Contributions

- Application containing in-kind contributions shall be considered under the same eligibility criteria and program principles. The contribution amount will be calculated in accordance with the guideline attached in 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 guideline.

## 12.0 Municipal liability and insurance coverage

- Applicants for a grant of municipally owned resources will be required to hold sufficient commercial general liability insurance as determined by the City of Clarence-Rockland. 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

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

## 13.0 Ineligible Applicants and Exclusion

- Individuals, 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 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).
- 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.

## 14.0 Applications

- The Municipal Grants Program supports innovative initiatives that provide direct and indirect benefit to Clarence-Rockland residents. The fund does not focus on providing funding for operating expenses of an organization.
- Organizations seeking financial assistance must submit an application to the City of Clarence-Rockland as outlined in the Municipal Grants Program Guidelines.
- 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 Committee 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.
- The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines.

### 15.0 Application Period

Application Periods: There is a period in October that will open for funding and/or material and technical support applications for the following year, and possibly a period in April of the current year if there are remaining funds in the budget.

The application period will open annually on October 1<sup>st</sup> and close the last Friday in October for the previous year. All applications will be date stamped and numbered when received.

A second application period will open as needed on April 1<sup>st</sup> and close the last Friday in April. This period is provided for the summer period. Applicants will receive a notification that their application has been received. If the application is complete, it will be forwarded to the Committee for evaluation.

The determination of the grant awards will be completed early in the given year.

The allocation of municipal grants will occur in the following year providing the annual budget is approved.

### 16.0 Financial Considerations

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

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

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.

Any event that has not taken place after payment from the Municipal Grant shall be returned, in full, to the City.

### 17.0 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 subsidy program are to be included in the report.

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

### 18.0 Annual Report to Council and the Public

The Director of Finance will submit an Annual Report to Council which will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. It will also identify any recommendations for changes in the Municipal Grants Program (Policy and/or

Guidelines) that Council may consider. Any changes would require Council approval.

The Annual Report will be published on the City's website each year.

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.

## PROGRAM 1: FINANCIAL AND IN-KIND ASSISTANCE

### Purpose

Program 1 is intended to provide modest levels of financial support and assistance to community non-profit organizations whose primary focus is within the City of Clarence-Rockland.

### Program Funding and Eligibility

- Municipal Grants Program 1 provides an opportunity for organizations to receive funding and/or in-kind contributions for initiatives benefiting the Clarence-Rockland community.
- Organizations seeking funding must submit an application as outlined in the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.
- The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.
- Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- Applicants can have no more than 30% of the expenditures for administration costs. The maximum amount available to any one eligible organization in any one year is \$5,000
- It is important to note that if an organization is also requesting an in-kind contribution, the total combined benefit to any organization in one year is \$5,000. Therefore, an organization that receives the full \$5,000 through the in-kind grant process will be ineligible for any financial contributions during the funding year.
- The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.
- 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.
- If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

## PROGRAM 2: MULTI-GOVERNMENT FUNDING SUPPORT

### Purpose

Program 2 has been established to provide financial support to community non-profit organizations that require a municipal contribution (in cash, in-kind, or a combination of both) in order to receive federal and/or provincial government grant(s).

### Program Funding and Eligibility

- Municipal Grants Program 2 provides assistance to organizations in obtaining defined federal and/or provincial government grants when these government bodies require that the municipality participate in funding the initiative.
- Organizations seeking a municipal contribution must submit an application as outlined in the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.
- The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.
- Only one application per organization can be submitted per year.
- 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 \$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.
- Grant funding to any one organization in any one calendar year will be as stipulated in the program funding guidelines set by the Federal and/or Provincial Government.
- The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.
- Funding in any one year or over several years is not to be interpreted as a commitment to future year's funding.

## **PROGRAM 3: SIGNATURE EVENTS**

### **Purpose**

Program 3 outlines the signature events, which due to their importance to the community are considered separate to this process. Signature events must receive annual support, reviewed by City Council, independent of the municipal subsidy program. To maintain transparency, here is the list of events:

1. Carnaval de Clarence Creek (Lions de CC) – 3 000 \$
2. Carnaval de St-Pascal (Optimistes) – 1 000 \$
3. Carnaval de Hammond (Optimistes) – 1 000 \$
4. Souper des bénévoles (Comité de loisirs de Bourget) – 500 \$
5. Union des associations paroissiales de Clarence Creek – 500 \$
6. Carnaval de Bourget - 3000 \$

## 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	\$\$\$
<b>TOTAL</b>				<b>\$\$\$</b>

### 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.