Township of Leeds and the Thousand Islands

Subject: Community Grants Policy	**Index Number:** AD-003-16
Creation Date: April 13, 2015	**Revision Date:** February 18, 2020
Date of Approval by Council: TBD	**Resolution Number:** #085-19
Effective Date: March 9, 2020	

Background

The Township of Leeds and the Thousand Islands recognizes the valuable contributions through the efforts of community organizations and agencies on behalf of the residents of the Township. The objective of the grants policy is to treat all organizations fairly, consistently, and to share resources throughout the municipality as effectively and efficiently as possible. Grants are intended to provide modest levels of support and assistance to community not-for-profit and/or charitable organizations.

Purpose

The purpose of this policy is to establish a fair and objective process for the administration of the Community Grants Program. This document also serves as the Community Grant Guidelines for applicants.

Policy Statement

This Grants Policy establishes funding eligibility, outlines the application process, evaluation criteria, and outlines reporting requirements. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices, enhance volunteer knowledge, and develop skills and self-reliance.

Objective

To provide a clear and concise guideline for grant applicants, identifying eligible organizations, projects and project expenses; to outline reporting requirements; and to offer a scoring matrix for use by evaluators to award or allocate grant funding.

Funding

Annual Funding Allocation

Community Grants are funded through the Grant Allocation Reserve Fund, and the total amount available is approved through the annual operating budget process.

Seventy per cent (70%) of the total annual allocation will be designated to the first intake in April, and the remaining thirty percent (30%) will be designated to the second funding intake in September. Any funds not granted at the end of the calendar year will remain in the Grant Allocation Reserve Fund.

General

An applicant organization must meet the following criteria in order to be considered for a Township of Leeds and the Thousand Islands grant:

- Grant applications should demonstrate active funding efforts to support the continuation of a program, project or event. The Township grant should not be considered as the primary source of funding for the organization. The maximum amount of the grant provided by the Township will be for 75% of the total cost of the program, project or event. Typical ranges of applications are between $1,000 and $10,000, although grants may be awarded in extraordinary circumstances for amounts over $10,000.
- The applicant organization must spend grant funding for the sole purpose to which it was awarded and normally within a 12-month period. Extensions will be granted at the Director of Finance/Treasurer's discretion, in consultation with the CAO. If the intended purpose of the project, program or event changes, information as to a substitute project, program or event should be communicated to the Director of Finance/Treasurer to be presented to Council for consideration.
- Granting of assistance in any one year, or over several years, is not to be interpreted as a commitment to future funding.

Eligibility Criteria

Eligible Applicants
The following organizations are eligible for funding:

- Applicants must be community, not-for-profit, and/or charitable community organizations
    - Proof of not-for-profit and/or charitable status may be requested.
- Be located in, and conduct the majority of their activities/business within the geographical borders of the Township; and/or the majority of the membership falls within municipal borders

Ineligible Applicants

- Organizations and/or charities whose mandate does not support residents of the Township will not be considered
- Businesses
- Organizations with political affiliations
- Faith-based organizations
- School Boards and educational institutions
- Programs within legislative mandates of other governments including Township departments
- Regional, provincial or national organizations; unless a local chapter serving Township residents
- Applicants who have not provided verification that all funds provided in previous years have been spent

NOTE 1: Individuals are generally considered ineligible applicants; however, the Township recognizes that in special circumstances, funding support may be required (e.g. to attend a national sport tournament). Applications will be reviewed and evaluated on their merit.

NOTE 2: Business are also generally ineligible; however, the Township may fund social enterprise or non-profit activities conducted by, or on behalf of the business.

NOTE 3: This list of eligible/ineligible applicants is not complete and the Township, at its sole discretion, will approve annual allocation of grant funding to organizations/agencies that have the capacity to deliver projects, and program as intended under this policy

Eligible Costs/Projects

- Funding requests should be for events, projects, or programs that support, sustain, promote, inform, educate, celebrate, preserve and/or provide access to the arts, culture, environment, heritage, economic development, recreation, and/or health activities or such other initiatives as may be approved by Council
- Capital projects and associated expenses
- Funding for operating expenses of the organization may be considered, but only under certain circumstances such as support for fundraising events, or volunteer engagement. Examples include:
    - o Volunteer coordinator
    - o Development and distribution of marketing materials
    - o Website development
- Applicants may request funding to offset the cost of municipal facility rentals and/or facility user group insurance

Ineligible Costs

- Expenses already incurred
- Funding will not be provided for accumulated deficits or funding shortfalls
- Any cost determined to not be in keeping with the spirit of the Grant Allocation Policy, at the discretion of Council

Intake and Deadlines

There will be two (2) intake periods per year. Generally, applicants are encouraged to apply to one intake, and not both. Application deadlines will be published annually, and unless otherwise approved by the Director of Community and Business Services, will fall on the:

- First Friday in April, and
- First Friday in September.

All grant applications shall be submitted to the Director of Community and Business Services, on or before the due date of the grants process each year. Applications must be submitted prior to the end of the business day (4:30pm) to be considered eligible. Any applications received after the due date will not be considered for funding.

Application Process

Applications and supporting documentation must be completed and submitted in full prior to the grant deadline.

- An Applicant's Guide provides direction, tips and direction to organizations as to how to complete the Application Form
- The Application Form is available online (* preferred format)
  - As part of the Township's commitment to meeting accessibility legislation, the Application Form will be made available in accessible formats, and will be provided upon request

- The Application Form includes the following sections:
  - Organizational or Applicant Information (proof of status is required)
  - Project Information
  - Budget
  - Supporting Documentation
    - Quotations
    - Permissions/permits
    - Letters of support
    - Other supporting documentation (e.g. site plans, maps, etc.)

Applications should be submitted using the online application form (found at www.leeds1000islands.ca). Applicants may also download a PDF application form and submit their application via email to directorcbs@townshipleeds.on.ca; alternatively, applications may also be delivered in person or by mail to:

> Township of Leeds and the Thousand Islands
> 1233 Prince Street, Lansdowne K0E 1L0
> Attn: Director of Community and Business Services

Grant Review Process

Evaluation Advisory Team
An Evaluation Advisory Team is established and comprised of staff from the following departments: Finance, Planning and Development, and Community and Business Services. As needed, the Clerk`s Department will provide additional support.

The Evaluation Advisory Team ensures that all applications comply with the eligibility criteria.

Incomplete forms will not be considered. The Evaluation Advisory Team will contact the organization(s) and/or applicant for clarification and/or request additional information as required.

Evaluation Matrix

An Evaluation Matrix will be used as a tool for the Evaluation Advisory Team to assess applications. Scores from the three evaluators will be averaged and funding recommendations will be made based on the application scores.

Funding Approvals

The Director of Community and Business Services, in consultation with the Evaluation Advisory Team, Chief Administrative Officer and Director of Finance/Treasurer, will make a recommendation to Committee of the Whole in the form of a Staff Report. Staff will endeavour to ensure that recommendations are presented to the Committee of the Whole/Council at the meeting following the application deadline.

Notification

Applicants will be notified by mail or email by the Clerk`s Department or designate;.

Included with the notification is a copy of the Final Report, and directions to access the Township logo for recognition purposes.

Successful applicants may be invited to attend a meeting of Council for a cheque presentation.

Reporting

By March 31st of each year, organizations that received grant money for the previous fiscal year shall report to the Director of Finance/Treasurer the outcomes of the completed program, event or project; as well as a financial report of how the grant money was spent. Invoices or other proof of payment will be required. A copy of the reporting form will be provided upon the award of funding.

A hold back of 10% may be applied; and the funding will be released upon receipt of the Final Report.

Any organization that does not complete the Final Report will be ineligible for funding for a period of three (3) years following the year for which funding was granted, unless otherwise approved by Council.

Municipal Recognition

Organizations receiving financial support shall acknowledge the Municipality's contribution through printed or electronic media, at any opportunity for which the project, program or event is advertised. A copy of the logo is provided for use by successful applicants.

Work on Municipal Property

If an organization wishes to put forth a project on municipal property, consultation with senior staff **must** occur prior to any funding request. Included in this consultation should be details on project design, budget (including any impact to municipal resources (human, financial, IT, or otherwise), and legal / insurance considerations. Staff will provide advice to the organization as to the appropriate funding mechanism (operating budget, capital budget, community grant funded).

Evaluation Matrix

Scoring Criteria	Description	Points to Consider	Score
Project Merit (20 points)	• The project, program or event will serve the local interests of the residents of the Township	• Solid vision, direction, goals and objectives • Aligns with Township priorities • Proven track record • Serves local interests • Min 80% residents impacted/participate	/20 points
Community Impact and Involvement (20 points)	• The project, program or event provides access to the arts, culture, environment, heritage, recreation, and/or health activities. • Extent to which the event contributes to the development of the Township • Extent to which volunteers/seniors/youth are engaged (in organization or attendance)	• Demonstrated community need/value/benefit • Number of volunteers participating • Total number of project/event participants/guests • Or defined 'community of interest' within larger community	/20 points
Economic Impact (maximum 10 points)	• The project, program or event will contribute to the economic development of the Township.	• Generate revenue for community • Job / volunteer opportunities created • Enhances quality of life for residents • Draws new visitors to the area	/10 points
Sustainability (20 points)	• The project, program or event is sustainable and/or any future costs has been considered in future budgets of the organization	• The project has broad support from the community • The organization has funding from multiple sources • An appropriate sustainability plan is provided	/20 points
Organizational Effectiveness (20 points)	• The ability of the applicant to meet goals and deliver the projects	• Evidence of a clear mandate • Solid leadership structure • Adequate staff/volunteers • Financial stability and accountability and evidence of effective long and short term financial planning • Reasonable financial goals • Past successes in delivering similar projects/events/etc.	20 points
Other Considerations (10 points)	• The project, program or event has other innovative or social development considerations	• Project is not duplicating • Is innovative or creative • Promotes or uses new technology • Has environmental considerations	/10 points
Total			/100 points