



Renewable Energy Fund Grant Policy

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V1.0		Council		



Renewable Energy Fund Grant Policy

1.0 PURPOSE

1.1 Loyalist Township has adopted this policy to establish principles, standards and guidelines for the maintenance and accounting of the funding received through the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc. The policy sets guidelines for the use of funds during and beyond the terms of the agreements, with the intent to provide financial assistance to local community groups and organizations within Loyalist Township.

2.0 SCOPE AND APPLICABILITY

2.1 This policy applies to all community organizations and the municipality requesting financial assistance for eligible projects within the boundaries of Loyalist Township and provides eligibility criteria for two established funding streams to assist Council and applicants in navigating the process.

3.0 FUNDING PROGRAMS

3.1 From the “Community Benefit Agreement” with Windlectric Inc., twenty five percent (25%) and only twenty five percent (25%) of the funds from the Windlectric project shall be allocated to Amherst Island (Ward 1) over the twenty (20) year period of the Vibrancy contract. The remaining seventy five percent (75%) shall be allocated to Wards 2 & 3 and shall be distributed as per section 3.3 of this policy.

3.2 From the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc., as per section 5.2, the municipality shall ensure the majority of the Community Vibrancy Fund for the equivalent of the first five years of the term of the agreement will be used to fund community betterment projects in the community within the project area of the solar project as identified in Schedule “A” of the agreement. One hundred percent (100%) of the funds from Kingston Solar GP Inc. shall be allocated to Wards 2 & 3 and shall be distributed as per section 3.3 of this policy.



3.3 To ensure longevity and effectiveness of the Renewable Energy Funds, the annual contributions from Windlectric Inc. and Kingston Solar GP Inc. shall be allocated as follows:

- Twenty five percent (25%) of the funds will be put into a reserve fund for future use.
- Fifteen percent (15%) of the funds will be used for the Community Grant Funding Stream.
- Sixty percent (60%) of the funds will be used for the Renewable Energy Benefit Funding Stream.

3.4 Reserve Fund

3.4.1 Twenty-five percent (25%) of funds from the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc. will be placed into a reserve fund. The use of the monies in the reserve fund will be open to the whole Township and determined both, after 20 years of the agreements, and/or when funding from both agreements ceases.

3.4.2 The Reserve Fund, in perpetuity, allows for the interest received annually to be used to fund the Community Grant Stream once the Agreements cease.

3.5 Community Grant Stream

3.5.1 The Community Grant stream provides funding assistance for projects that enhance and enrich the community. The Vibrancy Fund Application Review Committee shall review all funding applications and make recommendations to Council; Council shall make all final funding decisions based on the local needs and priorities, taking into consideration budget, strategic goals, and objectives. As per Section 5.1 of the Community Vibrancy Fund Agreement with Kingston Solar GP Inc. Council shall consult with the proponent if necessary.

3.5.2 Each year, Council will determine the financial commitment to the Community Grant Fund. This amount will equal 15% of the total funding of the previous year provided through the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc.

3.5.3 Requests for funds under the Community Grant Fund must fall under one of the following categories.



- Community Services
- Arts/Culture/Heritage
- Agriculture/Rural Affairs
- Social Services
- Community Events/Parades
- Tourism/Economic Development
- Community Beautification/Environmental/Green Projects
- Supporting Youth/Seniors
- Community Social Assistance
- Disaster Relief

3.5.4 A maximum of \$5,000 per organization per year has been established for financial contributions or 75% of expenditures, whichever is less. Exceptions to this guideline may be considered at Council's discretion.

3.5.5 A maximum of \$2,500 per organization has been established for in-kind services. In-kind support will be limited to the use of Municipal property at reduced or no cost, municipal staff support and loan of municipal equipment. In-kind support will not include permit fees (i.e., building permits, etc.), equipment rental fees or payment of invoices/services. Any refundable deposits (i.e., damage deposits) will not be waived. At the discretion of staff, organizations may be required to provide volunteer support to assist staff when in-kind services are granted and/or when in-kind services exceed the maximum grant amount. Organizations will be invoiced for any in-kind services exceeding \$2,500.

3.5.6 Funding requests for capital projects shall be submitted through the Renewable Energy Benefit Fund.

3.6 Renewable Energy Benefit Fund

3.6.1 The Renewable Energy Benefit Fund provides funding for capital and other eligible projects that enhance and enrich the community. The Vibrancy Fund Application Review shall review all funding applications and make recommendations to Council; Council shall make all final funding decisions based on the local needs and priorities, taking into consideration budget, strategic goals, and objectives. As per Section 5.1 of the Community Vibrancy Fund Agreement with Kingston Solar GP Inc. Council shall consult with the proponent if necessary.

3.6.2 Each year, Council will determine the financial commitment to the Renewable Energy Benefit Fund. This amount will equal 60% of the total funding of the previous year provided through the "Community Benefit Agreement" with Windlectric Inc. and the "Community Vibrancy Fund Agreement" with Kingston Solar GP Inc.



3.6.3 Requests for funding must fall under one of the following categories:

- Energy sustainability
- Land stewardship
- Recreation projects
- Funding for annual cultural and/or historical events which are not capital projects, but promote tourism and/or historical significance to Loyalist Township
- Heritage Preservation
- Economic/Business Development
- Municipal/community organization capital projects

3.6. Priority funding will be given to one-time capital projects that benefit the community. Multi year funding projects will be considered on a case-by-case scenario. Exceptions to this guideline may be considered at Council's discretion.

4.0 Eligibility and Guidelines

4.1 Applicants must describe how their project/program will benefit their community in Loyalist Township by stating expected outcomes.

4.2 Organizations must be based in Loyalist Township or have ongoing activities that provide a clear benefit to Loyalist Township. Memberships and programs must be open to all residents in Loyalist Township.

4.3 Applicants, except for local elementary and secondary schools, must be community groups and organizations.

4.4 The Corporation of Loyalist Township is eligible to apply for funding under the Renewable Energy Benefit Fund. A Staff Report shall be submitted to Council before an application is submitted.

4.4 The organization must have demonstrated financial support from sources other than public funds.

4.5 The organization must demonstrate an appropriate organizational structure (i.e., board of directors, financial officer/treasurer, etc.).

4.6 The organization should have a good track record of successfully completing/implementing/planning projects, events and/or programs.



4.7 Applicants must provide an organizational budget and a project specific budget. The budget submitted should be for the total project. It should identify all sources of income including other grants, self-generated revenue, contributions, etc. The grant should not be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group must show exploration of other financial support and options (e.g., fundraising) and adequate volunteer support.

4.8 If an umbrella organization is making an application for a grant and/or in-kind contribution, the affiliated organization(s) must prove eligibility under this policy if the requested services/grant will directly impact them.

4.9 An organization may apply for a grant more than once, but the granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

4.10 In making grants, the Township may impose such conditions as it deems fit.

4.11 All grant applications shall be assessed in terms of the intended community benefit of the project, cost effectiveness, financial viability, contribution to the quality of life in the community and community involvement and support.

4.12 Grants will not be considered for the following:

- a. For organizations offering services for which other governments have a clear, legislative responsibility or have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- b. To use towards outstanding deficits or be issued on a retroactive basis or for a project that is already completed.
- c. Grants will not be provided to individuals or for religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- d. Grants will not be considered for day-to-day operating costs of an organization (i.e., staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.) or as donations to charitable causes.
- e. In general, organizations from which the Municipality purchases services or with which it has contracts, will not be eligible.
- f. Organizations whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
- g. For attendance at conferences, workshops, and seminars.
- h. For travel, accommodation, uniforms, or personal equipment. Personal equipment is defined as any item that is not distributed or available to the public, or equipment that is distributed to individual members of a group or organization for personal use.



- i. To recreational sports groups (except for minor sports), individual athletes or teams for a competition or to subsidize participation in a sports event.
- j. To groups that have failed to comply with reporting requirements from previous grants.
- k. For projects taking place on private property, which is not accessible to the public or used for community activities.
- l. To fund a third party.

4.15 One-time special requests for assistance will be considered on an individual merit basis. Examples of these types of requests would be flood or ice storm disaster relief requests either locally or on a broader scope.

4.16 Council may grant special consideration to entities that do not meet all the above criteria but are unique in nature and fulfill a specific need in the community.

5.0 Accountability/Obligations Upon Receiving a Grant

5.1 Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans.

5.2 Grants in future years will be reviewed based on the history of fiscal responsibility of the applicants.

5.3 Applicants awarded a grant under the Community Grant Fund will be required to sign a Memorandum of Understanding with the Municipality (found on Schedule "B" of this policy)-

5.4 Applicants awarded a grant under the Renewable Energy Benefit Fund will be required to sign a formal legally binding agreement with the Corporation. The agreement shall be drafted in consultation with the Township's Solicitor.

5.4 Funds granted are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined in the application. Misuse of funds shall result in the applicant being disqualified from receiving a grant for a period of two years.

5.5 Project evaluation forms (found on Schedule "C" of this policy) with supporting documents must be completed and submitted to the Business Services Department within two months of the completion of the event or project, but in all cases, by January 31st. Exceptions will be made for events and/or projects not completed by this date.

5.6 Organizations must submit a financial report outlining the project income and expenditures, and must attach any invoices relating to the project, event, or program.



5.7 The most recent financial statements are to be submitted by January 31 of the year following the grant.

5.8 Grant recipients must acknowledge the Proponents of the agreements.

5.9 In the event that the funds received are not used for the services, event or project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance shall be repayable forthwith to the Municipality.

5.10 In the event that there are any remaining funds from a grant, the organization shall submit the remaining funds to the municipality.

6.0 Applications

6.1 All applications shall be submitted on the appropriate application form and should indicate which funding stream is being applied for (found on Schedule "A" this policy).

6.2 Applications will be available twice a year, with yearly amounts disbursed equally (50/50) for each application period. Any unused funds will first be rolled over to the next application period and if there are any remaining funds from both application periods within an application year, the funds, at Council's discretion, will be rolled over to the following years application period or put into the Renewable Energy Reserve Fund.

6.3 With the exception of the first year in which this policy is effective, applications for the first funding period will be available the first Monday in the month of January and applications will be due no later than February 1 of the same year. Applications for the second period will be made available the first Monday in the month of May and due no later than June 1 of the same year.

6.4 Renewable Energy Benefit Fund Grant applications shall include three quotations for services/materials required for the project. Some exceptions may be made if the service/item is unique and is only provided by one supplier.

6.5 Application forms will be available at the Municipal office located at 263 Main St. Odessa and on the Municipal website.

6.6 Availability of application forms will be advertised beginning in January and May of each year and will be advertised at a minimum on the Municipal website, social media platforms and through news paper advertisements which have general circulation within the municipality.



6.7 Applications will be available twice a year, however eligible organizations may receive one grant per year from the Community Grant stream and/or the Renewable Energy Benefit stream.

6.8 Applications for projects that do not use Municipal property must include letters of permission from the property owner, unless the organization that owns the property is making the application.

7.0 Policy Review

7.1 Council shall review this policy on an as needed basis, however no later than every five years.



Community Grant and Renewable Energy Benefit Fund Application Form

Applicants must review the Renewable Energy Fund Grant Policy prior to applying. All applications can be dropped off at 263 Main St. Odessa or emailed to clerk@loyalist.ca.

1. Application Period being applied for (refer to section 6 of the Policy)		
Period 1: Applications due no later than February 1.	Period 2: Application due no later than June 1.	
Date Submitted:	Date Submitted:	
2. Organization Information		
Organization Name:		Telephone:
Address:		Municipality (if not Loyalist):
Organization Website:	Year Organization Established:	Number of members:
3. Applicant Information		
Name	Position	Telephone and Email

4. What is the main sector your organization serves?

Arts and Culture

Environment

Human and Social Services

Recreation and Sport

Other(please specify)

5. Please provide your organization's Mission Statement and attach the organization's Constitution/By-laws.

6. Please provide a description of services and programs offered, and geographical area served by your organization.

7. Please indicate the target groups that participate in or utilize the services/programs that your organization provides (e.g., preschoolers, public, seniors).

8. Please attach a copy of the organization's/association's executive list.

9. Please attach a copy of your organization's current year's budget and previous year's financial statement.

10. Check which funding category is being applied for.

Community Grant Fund

Renewable Energy Benefit Fund

11. Grant amount being requested (Please review the Renewable Energy Grant Fund Policy for maximum amounts.)

Insert Dollar Figure:

If applying for the Renewable Energy Benefit Fund, will your organization be applying for multi-year funding? If so, please indicate how much is being requested per year and for how long (multi-year projects are eligible to receive \$75,000 per year, up to three years).

12.If applying for in-kind services, please identify the service/support being requested
 (please see section 3.5.5 of Policy)

Describe	
Use of Municipal property at reduced or no cost	
Municipal Staff Support	
Loan of Municipal Equipment	
Other	

13. Please explain in detail what the funds will be used for. (please refer to Policy for a list of eligible projects)

14.How many Loyalist Township resident's will benefit from your project?

Estimated number of program participants and service users:

Estimated number of audience members and event attendees:

If others, please describe:

15. Please describe the impact your project will have on Loyalist Township.

16. Please tell us about the people involved in your project.

How many full-time staff will support your project?

How many part-time staff will support your project?

How many volunteers will support your project?

What is the estimated number of hours that volunteers will contribute to your project?

17. What will your volunteers do to support your project?

18. Describe the work to be done by paid staff and estimated hours for each type of work. (e.g., administration, construction, maintenance, etc.)

19. If this is a joint project with another organization, please indicate the organization and describe the nature of that partnership (financial, operational, etc.) and the role of each partner to complete this project.

20. If any, please describe your fundraising plans.

21. Please indicate the sources of any financial support being anticipated or received for this project.

Revenue Source	Amount
Government of Canada	
Province of Ontario	

Other Grants	
Fundraising/Donations	
Other Revenue	
Loyalist Township Grant being applied for	
22. Please provide in detail the estimated expenses for the project.	
Expenses	Amounts
Salaries/Wages/Benefits/Honoraria	
Administration	
Lease/Rented or Purchased Property	
Materials	
Equipment	
Contracted Services	
Facility Expenses	
Program Expenses	
Other Expenses (legal, professional, insurance)	
Total Expenses	
23. In addition to the above summarized projected revenue and expenses, please attach a detailed budget for the project.	

For the Project or Program, please indicate:

Estimated Start Date

Estimated End or Completion Date

Duration of Project or Program in terms of hours, weeks, or months

Please provide a detailed project schedule indicating relevant milestones

24. If applying for the Renewable Energy Benefit Fund, please provide three quotations for the project.

25. If applicable, please attach a letter of permission from property owner.

26. If there are any other comments that you would like to include that may assist Council when considering this application, please provide detail here (or feel free to attach a separate sheet, if necessary).

27. Certification

We certify that, to the best of our knowledge, the information provided in this application for Renewable Energy Grant funding is accurate and complete, and endorsed by the organization which we represent.

Name	Position with Organization	Date
Name	Position with Organization	Date
Name	Position with Organization	Date

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and will be used in accordance with MFIPPA. The information will be used to determine eligibility for Renewable Energy Grants. Questions about this collection of personal information should be directed to the Clerk's Office, 263 Main St. Odessa, ON K0H 2H0, 613-386-7351 ext. 121, clerk@loyalist.ca

For office use only

Reviewed by Vibrancy Fund Review Committee:
Recommendation:

Reviewed by Council:
Recommendation:

Reviewed by Proponents (if applicable):
Recommendation:

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding (For Organizations receiving a Community Grant from the Renewable Energy Fund Grant)

THIS MEMORANDUM OF UNDERSTANDING made this _____ day of _____ 20 _____ BETWEEN:

_____ hereinafter called the “Recipient” OF THE FIRST PART

-AND-

The Corporation of Loyalist Township

_____ hereinafter called the “Township” OF THE SECOND PART

WHEREAS the “Recipient” has received Community Grant dollars through the Loyalist Township Renewable Energy Benefit Fund;

AND WHEREAS it is deemed expedient to outline the accountability requirements with respect to the expenditure of the funds as outlined in Loyalist Township Renewable Energy Fund Grant Policy;

NOW THEREFORE the parties agree as follows:

1. General Conditions:

- a) All requirements under the Renewable Energy Fund Grant Policy must be adhered to.
- b) Recipients awarded a Community Grant are held accountable for the expenditure of the funds in accordance with the stated objectives/plans identified in the submitted application form.
- c) Funds granted are not transferable between projects or groups without prior Council approval. Misuse of funds will result in the Recipient being disqualified from receiving a grant for a period of two years.
- d) In the event that the funds received are not used for the services, event or project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance shall be repayable forthwith to the Township within one year.
- e) In the event that there are any remaining funds from a Community Grant, the organization shall submit the remaining funds to the Township upon completion of the stated objectives/plans as identified in the application form.

- f) Project evaluation forms with supporting documents must be completed and submitted to the Business Services Department within two months of the completion of the event or project, but in all cases, by January 31st of the year following the grant.

NOTE: Exceptions to the deadline may be made in the event that the project is not completed on time. The Recipient must make every effort to inform the Township well in advance if the project is not to be completed as scheduled.

- g) As part of the project evaluation, Recipients must submit a financial report outlining the project income and expenditures and must attach copies of any invoices relating to the project, event or program.

3. Events on Municipal Property:

- a) Recipients that have received funds for events and/or programs taking place on Municipal property are required to adhere to applicable by-laws and policies and shall have the necessary insurance and WSIB coverage.

4. Recognition:

- a) Recipients are required to recognize the contribution of both Loyalist Township and the proponents of the agreements. Recognition shall be first reviewed by the Township and Proponents.

5. Indemnity

- a) The Recipient shall indemnify and hold harmless the Township, its officers, members of municipal council and employees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this agreement attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Recipient, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

By signing said terms and conditions noted in this document, the representative(s) indemnifies the Corporation of Loyalist Township of any liability for lost, stolen or damaged property stored on said premises.

Recipient

Date

The Corporation of Loyalist Township

Steven Silver, CAO

Date



Community Grant and Renewable Energy Benefit Fund Project Evaluation Form

All evaluation forms can be dropped off at 263 Main St. Odessa or emailed to clerk@loyalist.ca.

1. Applicant Information	
Application Number:	Approved on:
Project Start Date:	Project End Date:
Please check funding stream received and indicate the category for which the funds were approved, as per your application.	
Community Grant Fund	Category:
Renewable Energy Benefit Fund	Category:
Organization Name: Contact Name: Mailing Address: Telephone Number: Email Address:	
2. Project/Event Description	
What specific results were achieved through the funding of your project? Was the project/event as described in your application completed?	

If the project was not completed, explain why?

3. This section explains how your project provided or provides a benefit to the Loyalist Township community

Please indicate the project/activity location:

Please indicate (estimate) the number of participants

Volunteers:

Staff, if applicable:

Public participants:

Please describe how your project achieved the intended community benefit:

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

4. Financials

Project Budget:

Actual Expenditures:

Grant Amount Received:

Grant Amount Spent:

Describe how the grant funds were spent to achieve the stated objectives:

5. Please attach to this report the following documents.

1. A financial report that outlines the project income (all sources of funding) and detailed expenditures, indicating how expenditures met objectives.
2. All invoices for the event, program, or project.
3. Photos of the completed project/event/program.

6. Submitted By:

Name:

Title/Position:

Signature:

Date:

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and will be used in accordance with MFIPPA. The information will be used to determine future eligibility for Renewable Energy Grants. Questions about this collection of personal information should be directed to the Clerk's Office, 263 Main St. Odessa, ON K0H 2H0, 613-386-7351 ext. 121, clerk@loyalist.ca.