



Community Grants Policy

Policy Number: 2024-2
Approval Date: May 14, 2024
Last Revised: Not applicable
Policy Area: Clerk's Division

1 PURPOSE

- 1.1 The Corporation of Loyalist Township (hereafter referred to as "Township") recognizes that Township grants serve an important role in achieving community groups' health, social, cultural, economic, equity and environmental goals.
- 1.2 The Township recognizes that the Community Vibrancy Fund Contributions provided by Kingston Solar GP Inc. and the Community Benefit Contributions provided by Windlectric Inc., as well as any future similar contributions, are important resources for supporting community groups and others providing charitable community benefits.
- 1.3 The purpose of this policy is to outline the criteria and guidelines for the Township's community grants program. Grant funding would be provided in the form of cash, in-kind services, or the free use of facilities and will be granted to organizations or individuals to advance community benefits.
- 1.4 This policy has been drafted to:
 - a. Provide a fair, equitable and transparent process for the issuance of grants by the Township;
 - b. Provide clear eligibility criteria for Applicants;
 - c. Confer delegated authority to issue grants within the terms and conditions set out in this policy; and
 - d. Establish standards and guidelines for the management and accounting of the funding received through community grants.

2 SCOPE

- 2.1 This policy shall govern the actions of the applicable staff, the Community Grant Committee, and Council regarding the administration of community grants and to serve as a resource for organizations or individuals seeking information about the Township's community grant program.

3 DEFINITIONS

- 3.1 "**Applicant**" refers to the organization or individual requesting grant funding.
- 3.2 "**Community Benefit Agreement Fund Reserve Fund**" is the Township Reserve Fund in which the Community Benefit Contributions are held.



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- 3.3 **“Community Benefit Contributions”** are the monies provided through the Community Benefit Agreement between Windlectric Inc. and The Corporation of Loyalist Township dated January 26, 2016.
- 3.4 **“Community Vibrancy Fund Contributions”** are the monies provided through the Community Vibrancy Fund Agreement between Kingston Solar GP Inc. and The Corporation of Loyalist Township dated April 14, 2014.
- 3.5 **“Community Vibrancy Fund Reserve Fund”** is the Township Reserve Fund in which the Community Vibrancy Fund Contributions are held.
- 3.6 **“Community Grant Committee”** is the Committee of Township Council responsible for evaluating Grant applications and providing recommendations to Council.
- 3.7 **“Contributions”** are the Community Benefit Contributions, the Community Vibrancy Fund Contributions, and any future monies provided to the Township through agreements to benefit the community.
- 3.8 **“Contributor”** refers to Windlectric Inc., Kingston Solar GP Inc., and any future corporations making Contributions to the Township for the benefit of the community.
- 3.9 **“Grant”** is the combination of money, free use, and/or in-kind services given to a successful Applicant.
- 3.10 **“Grant Agreement”** is the legally binding contract between a successful Applicant for a Capital Grant and the Township to assist in the implementation of the Grant.
- 3.11 **“Memorandum of Understanding”** is the mutual statement of commitment between a successful Applicant for a Program/Event Grant and the Township to assist in the implementation of the Grant.
- 3.12 **“Procedural Error”** refers to a mistake that may have been made as a result of not following the process for the allocation of grants as outlined in this Policy.
- 3.13 **“Recipient”** means the Applicant that has been awarded the Grant.

4 POLICY STATEMENT

General

- 4.1 Applications for Community Grants will be considered under the following categories:
- Capital Grant provided for projects that enhance or enrich the community involving construction or purchase of physical assets, including, but not limited to, land and associated renovation costs.
 - Program/Event Grant provided for programs or events that enhance or enrich the community.



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- c. Free Use of Facilities in the form of use of Township facilities free of charge for activities, programs, and events addressing a community or charitable need, or contributing to the positive image of the Township.
 - d. Discretionary Grant for activities, programs, or events addressing a community need or contributing to the positive image of the Township.
- 4.2 In addition to the following specifications, specific administration and management details for:
- a. Capital Grants shall be in accordance with Appendix A;
 - b. Program/Event Grant shall be in accordance with Appendix B;
 - c. Free-use of Facilities shall be in accordance with Appendix C; and
 - d. Discretionary Grants shall be in accordance with Appendix D.

Contribution Management

- 4.3 The total value of Community Grant funding available in each year is based on the previous year's Contributions.
- 4.4 Twenty-five percent (25%) of the annual Contributions shall be held perpetually in the associated Reserve Funds until the end of each Contributor's agreement.
- 4.5 Funding for community Grants shall be provided as follows:
- a. Capital Grants –
 - i. Sixty percent (60%) of the annual Contributions.
 - b. Program/Event Grants, Free Use of Facilities, and Discretionary Grants
 - i. Fifteen percent (15%) of the annual Contributions with up to \$10,000 annually dedicated to Free Use of Facilities and up to \$5,000 per year dedicated to each of the Mayor's Discretionary Fund and the CAO's Discretionary Fund and the remainder dedicated to the Program/Events Grant Stream.
- 4.6 Annual Contributions allocated to the Capital and Program/Events streams will be available as follows:
- a. Intake 1 – 40%
 - b. Intake 2 – 30%
 - c. Intake 3 – 30%
- 4.7 Any unused Contributions in each intake will be rolled into the next intake period in the same year.
- 4.8 Any unused Contributions remaining at the end of each year will, at Council's discretion, be rolled to the next year or will be held perpetually in the associated Reserve Fund until the end of each Agreement.



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Reserve Fund

- 4.9 The perpetual holdings in the Community Benefit Agreement Fund Reserve Fund and Community Vibrancy Fund Reserve Fund shall have interest accrued annually to the fund until the Community Benefit Fund and Community Vibrancy Fund Agreements end, at which time, the holdings shall be transferred to a Community Grant Reserve Fund
- 4.10 The interest accrued from the future Community Grant Reserve Fund will be used to fund the Program/Event, Free Use of Facilities, and Discretionary Grants in perpetuity.

Specific Allocations

- 4.11 In accordance with the Community Vibrancy Fund Agreement, the majority of the first five years of the Community Vibrancy Fund Contributions shall be used to fund community betterment projects in the community within the project area as identified in Schedule "A" of the Community Vibrancy Fund Agreement. Applications for projects, programs, and events planned in this area are to be first funded from the first five years of the Community Vibrancy Fund Contributions until this portion of the monies are fully expended.
- 4.12 In recognition of the Windlectric Inc. project location, the majority of first five years of the Community Benefit Contributions shall be used to fund community betterment projects in the community of Amherst Island. Applications for projects, programs, and events planned in this area are to be first funded from the first five years of the Community Benefit Contributions until this portion of the monies are fully expended.

Future Contribution Agreements

- 4.13 Any future community benefit Contributions made through agreements between the Township and a contributor shall be treated in accordance with the general provisions of this Policy, specifically that:
- a. For the life of the agreement:
 - i. 60% of the contributions will be directed to the Capital Stream;
 - ii. 15% of the contributions will be directed to the Program/Event, Free Use of Facilities, and Discretionary Streams; and
 - iii. 25% of the contributions will be held perpetually in the associated Reserve Fund to be transferred to the Community Grant Reserve Fund at the end of the agreement.
 - b. In recognition of the project location, the majority of the equivalent of 25% of the contributions shall be used to fund community betterment projects in the vicinity of the project as defined in the agreement with the Contributor.

Eligibility Criteria

- 4.14 Applicants must describe and demonstrate a benefit to Loyalist Township and its residents.



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- 4.15 Applicants shall only be entitled to one Community Grant from either the Capital stream and/or the Program/Event stream per year.
- 4.16 All applicants shall:
- a. Be located primarily within the Township or offer programs or events within Loyalist Township.
 - b. Ensure activities, programs, events, or facilities resulting from funding are open to the public.
 - c. Have a good track record of successfully completing, implementing, and planning projects, events and/or programs.
 - d. Demonstrate strong financial responsibility and capability in carrying out the funded activity, program, event, or project.
 - e. Be in good financial standing with the Township, including fulfilling all obligations of previous grants, donations, or programs of the Township.
- 4.17 Applicants may apply for a grant in subsequent years, 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.
- 4.18 Grants will not be considered for the following:
- a. For commercial or for-profit purposes;
 - b. For political purposes;
 - c. For special interest groups and clubs and/or clubs with exclusive membership;
 - d. As a loan, or for other financing, financing charges, debt restructuring, interest payments, to use towards outstanding deficits;
 - e. On a retroactive basis or for a project that is already completed;
 - f. For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities;
 - g. For day-to-day operating costs of an organization (i.e., staffing, rent excluding municipal facilities, property taxes, office supplies including electronic equipment, etc.);
 - h. For attendance at conferences, workshops, and seminars;
 - i. 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;
 - j. For projects or programs taking place on private property, which is not accessible to the public or used for community activities, unless the project or program is available to the community at large; and
 - k. To fund a third party or as donations to other charitable causes.
- 4.19 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.



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4.20 A grant should not be considered as the sole source of funding for an Applicant. Township grants are intended to be supplementary to other sources of funding. Applicants will be expected to leverage opportunities for funding from other funders and to provide information about other sources of funding, both received and applied to, to the Township.

Administration and Management

- 4.21 Projects that do not use municipal property or property owned by the applicant shall include letters of permission from the property owner.
- 4.22 In approving grants, the Township may impose conditions as it deems fit. Specific terms and conditions will be outlined in the Grant Agreement or Memorandum of Understanding upon award of funding.
- 4.23 If an Application is denied, Applicants may only re-submit for the same project, program or event if new information that could impact the grant decision becomes available that, for good reason, was not available at the time of the initial application or if a Procedural Error was made when assessing the grant application.
- 4.24 All grant Recipients shall ensure that the Contributor and the Township are appropriately recognized for the Contributions made toward the betterment of the community in accordance with the Community Grant Recognition Protocol.
- 4.25 The Township reserves the right to use photos and information provided to promote the Community Grant Program on all communications channels.
- 4.26 Council may approve any exceptions to or deviations from this policy by resolution.

Community Grant Committee

- 4.27 Complete applications to the Capital Grant and Program/Event Grant streams will be assessed by the Community Grant Committee in accordance with the stream's respective guidelines as outlined in the Appendices A and B.
- 4.28 The Community Grant Committee will be established and operate in accordance with the Terms of Reference as approved by Council.
- 4.29 Decisions about all funding allocations for the Capital Grant and Program/Event Grant streams will be recommended by the Community Grant Committee in accordance with the relevant program guidelines. The Committee will make a recommendation to Council for each application for which the Committee is responsible to consider.



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5 RESPONSIBILITIES

Council

5.1 Council shall:

- a. Approve this policy and any changes to this policy as needed.
- b. Consider recommendations made by the Community Grant Committee regarding Grant Applications.
- c. Review annual reports and determine the use of surplus funds.
- d. Consider requests for exceptional status or exceptions to the policy.
- e. Consider requests for use of Contributions for municipal purposes.
- f. Consider recommendations made by the Community Grant Committee in future policy updates.

5.2 The Mayor or designate is responsible for:

- a. Reviewing and evaluating requests submitted to the Mayor's Discretionary Grant stream.

Community Grant Committee

5.3 The Community Grant Committee shall:

- a. Review and evaluate each application submitted under the Capital and Program/Event Grant streams.
- b. Make recommendations to Council.

Staff

5.4 The Clerk or designate is responsible for:

- a. Directing compliance and resolving any conflicts with this policy;
- b. Managing any procedures including maintaining the application forms;
- c. Providing notice of intakes and opportunities in accordance with the Public Engagement Framework;
- d. Facilitating discussions between prospective applicants and various Township Divisions in an effort to identify opportunities for collaboration or synergy between the Applicant and the Township;
- e. Making application materials available to groups or individuals who wish to make application to any stream;
- f. Preparing communication for applicants concerning the status of their application and arranging for the execution of Grant Agreements and Memoranda of Understanding;
- g. Supporting the Community Grant Committee and expeditiously providing its recommendations to Council for consideration;
- h. Maintaining all records pertaining to applications and the Community Grant Committee; and
- i. Reporting annually on the status of issued grants to summarize spending in each community, as well as the status of reporting and recognition requirements.



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- j. Work cooperatively with and consult the Contributors in accordance with Section 4.1 of the Community Vibrancy Fund Agreement and Section 15 of the Community Benefit Agreement.

- 5.5 The Treasurer or designate is responsible for:
 - a. Calculating the annual contributions available in each of the grant streams and updating the remaining contributions available in each of the grant streams ahead of each intake.
 - b. Updating the Reserve Fund balances annually.
 - c. Reporting annually on the status of the Reserve Funds.
- 5.6 The Director of Community and Customer Services or designate is responsible for:
 - a. Reviewing and evaluating requests submitted to the Free Use of Facilities Grant stream.
- 5.7 The CAO or designate is responsible for:
 - a. Reviewing and evaluating requests submitted to the CAO's Discretionary Grant stream.

6 RELATED DOCUMENTS AND LEGISLATION

- 5.1 This policy is subject to the following:
 - a. All documents submitted to the Township in response to the call for applications shall be treated in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*.
 - b. The Township's Procedural By-law as it relates to rules of procedure for Committee meetings.
 - c. Staff must maintain all records relevant to administering this policy as required by the Township's Records Retention By-law.

7 FEEDBACK

- 7.1 Feedback and to report suspected instances of noncompliance, reach out to the Clerk at clerk@loyalist.ca

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Administrator	Township Clerk
Next Review Date	2029/05/01



Appendix A - Community Grants Policy Capital Grant Stream

9 Capital Grant Stream

Grant Details

- 9.1 The value of a capital grant shall not exceed \$100,000 for each project.
- 9.2 Any in-kind services from the Township such as the use of Township property at reduced or no cost, municipal staff support, and/or use of municipal equipment operated by Township staff shall be included in the total budget.
- All requests for in-kind services from the Township shall be proposed to the Clerk prior to Application submission.
 - The Clerk will confirm requirements and estimates with the responsible operations division and advise the Applicant.

Applicant Eligibility

- 9.3 Eligible applicants include:
- Incorporated non-profit, charitable, or volunteer organizations that provide services to Loyalist Township residents, schools, or the community within Loyalist Township.
 - Loyalist Township, provided Council has approved the application by resolution.
- 9.4 Organizations must:
- Be validly subsisting and in good standing;
 - Demonstrate financial support from sources other than public funds;
 - Demonstrate an appropriate organizational structure and volunteer support; and
 - Have a good track record of successfully implementing projects, events, or programs.

- 9.5 Individuals are not eligible to apply for the Capital Grant stream.

Project Eligibility

- 9.6 For capital projects that enhance and enrich the community.
- 9.7 Projects must fall under one of the following categories:
- Energy Sustainability
 - Land Stewardship
 - Recreation Projects
 - Heritage Preservation
 - Economic, Business, Tourism, Cultural, or Heritage Development
 - Disaster Relief
 - Accessibility



Appendix A - Community Grants Policy Capital Grant Stream

Application Process

- 9.8 Applications will be due no later than:
- Intake 1 – February 1
 - Intake 2 – June 1
 - Intake 3 – October 1
- 9.9 All applicants proposing physical construction shall consult with the Township's Development Services Division as part of the application process to determine requirements under the Planning Act and the Building Code Act. Applications will not be considered if this consultation has not been undertaken.
- 9.10 A complete application shall require submission of:
- A fully complete Capital Grant stream application form,
 - A description of the expected project outcomes and their benefit to the community,
 - A budget summary including the total cost of the project, three quotes for the project and identifying all other sources of funding for the project,
 - A description of the financial need for the grant,
 - Consultation notes from the Development Services Division,
 - A copy of the Organization's Financial Statements,
 - A copy of the Organization's Corporate Annual Return,
 - A list of the Organization's Directors and Officers,
 - A copy of the organization's Articles of Incorporation, and
 - Proof of Insurance.

Review Process

- 9.11 The Community Grant Committee shall consider applications expeditiously and make recommendations to the next available Council meeting.
- 9.12 All funding decisions will be based on the intended community benefit of the project, its cost effectiveness and financial viability, as well as local needs and priorities.
- 9.13 Priority will be given to one-time capital projects that benefit the community.
- 9.14 Multi-year projects will be considered on a case-by-case basis.

Authority to Approve

- 9.15 Council, with recommendation from the Community Grant Committee, has the authority to approve applications under the Capital Grant stream.
- 9.16 Council's decision is final.



Appendix A - Community Grants Policy Capital Grant Stream

Requirements upon Approval

- 9.17 Recipients shall enter into a formal community grant capital stream Funding Agreement with the Township before any funding is released.
- 9.18 Any permits or approvals required for the project (i.e. Building Permit, Site Plan Approval) remain the responsibility of the Applicant.
- 9.19 The initial 50% of funding shall be granted upon Agreement signing.
- 9.20 The remaining funding shall be granted upon receipt of a claim, including proof of payment, with each claim representing a minimum of 10% of the total project value.

Reporting Requirements

- 9.21 At the completion of the project, all Recipients shall submit to the Clerk:
- A fully complete Project Evaluation Form and other supporting documentation such as proof of the project (i.e. photograph(s)).
 - A Financial Report including project income and expenditures as well as receipts/invoices for all expenses.
 - Financial Statements for the year the project was undertaken.
 - Proof of recognition in accordance with the Community Grant Recognition Protocol.



Appendix B - Community Grants Policy Program/Event Grant Stream

10 Program/Event Grant Stream

Grant Details

10.1 The value of a Grant for each program or event shall not exceed \$10,000.

10.2 Any in-kind services from the Township such as the use of Township property at reduced or no cost, municipal staff support, and/or use of municipal equipment operated by Township staff shall be included in the total budget.

- a. All requests for in-kind services from the Township shall be proposed to the Clerk prior to Application submission.
- b. The Clerk will confirm requirements and estimates with the responsible operations division and advise the Applicant.

Applicant Eligibility

10.3 Eligible applicants include:

- a. Non-profit, charitable, or volunteer organizations or unincorporated groups that provide services to Loyalist Township residents, schools, or the community within Loyalist Township.
- b. Loyalist Township, provided Council has approved the application by resolution.

10.4 Organizations or groups must:

- i. Demonstrate financial support from sources other than public funds;
- ii. Demonstrate an appropriate organizational structure and volunteer support; and
- iii. Have a good track record of successfully implementing projects, events, or programs.

10.5 Individuals are not eligible to apply for the Program/Event Grant Stream.

Project Eligibility

10.6 For programs or events that enhance and enrich the community.

10.7 Programs or events must fall under one of the following categories:

- a. Community Services
- b. Arts/Culture/Heritage
- c. Recreation
- d. Agriculture/Rural Affairs
- e. Social Services and Assistance
- f. Community Events/Parades
- g. Tourism/Economic Development
- h. Community Beautification/Environmental Projects
- i. Supporting Youth/Seniors
- j. Disaster Relief



Appendix B - Community Grants Policy Program/Event Grant Stream

Application Process

10.8 Applications will be due no later than:

- a. Intake 1 – February 1
- b. Intake 2 – June 1
- c. Intake 3 – October 1

10.9 A complete application shall require submission of:

- a. A fully complete Program/Event Grant Stream application form,
- b. A description of the expected project outcomes and their benefit to the community,
- c. A budget summary, including quotes for services (if available) and identifying all other sources of funding for the program/event, and
- d. A description of the financial need for the grant.

Review Process

10.10 The Community Grant Committee shall consider applications expeditiously and make recommendations to the next available Council meeting.

10.11 All funding decisions will be based on the intended community benefit of the project, its cost effectiveness and financial viability, as well as local needs and priorities.

Authority to Approve

10.12 Council, with recommendation from the Community Grant Committee, has the authority to approve applications under the Program/Event Grant stream.

10.13 Council's decision is final.

Requirements upon Approval

10.14 Recipients shall enter into a Memorandum of Understanding with the Township before any funding is released.

10.15 Any permits or approvals required for the program or event (i.e. Park Permit) remain the responsibility of the Applicant.

10.16 Funding shall be released as a one-time payment.

Reporting Requirements

10.17 At the completion of the project, all Recipients shall submit to the Clerk:

- a. A fully complete Project Evaluation Form and other supporting documentation such as proof of the event (i.e. photograph(s)).



Appendix B - Community Grants Policy Program/Event Grant Stream

- b. A Financial Report including program/event income and expenditures as well as receipts/invoices for all expenses.
- c. Proof of recognition in accordance with the Community Grant Recognition Protocol.



Appendix C - Community Grants Policy Free Use of Facilities Stream

11 Free Use of Facilities Stream

Grant Details

11.1 The value of a Grant under the Free Use of Facilities Stream shall not exceed \$1,500.

11.2 Requests for free use of greater than \$1,500 shall be made under the Program/Event stream.

Applicant Eligibility

11.3 Eligible Applicants include:

- a. Individuals who reside in Loyalist Township or are planning a program or event for the Loyalist Township community.
- b. Non-profit, charitable, or volunteer organizations, or unincorporated groups that provide services to residents, schools, or the community within Loyalist Township.

11.4 Educational institutions are not eligible to apply for the Free Use of Facilities Stream as their use of Township facilities is covered under separate agreements however the School Advisory or Parent Council is permitted to apply.

Project Eligibility

11.5 Requests must be for charitable purposes or activities, programs, or events addressing a community need or contributing to the positive image of the municipality.

11.6 Alcohol is not permitted at events supported through a Free Use of Facilities Grant.

Application Process

11.7 Requests are received on a continuous basis throughout the year subject to available funding and must be in writing.

11.8 The Applicant shall contact the Recreation Clerk to confirm availability of the facility requested and cost of the rental.

11.9 The Applicant shall provide the following in writing:

- a. Contact information for the applicant, including those representing an organization.
- b. The purpose for which the free use is requested.
- c. If the Applicant is an organization, the mandate of the organization requesting free use.
- d. The value of the free use requested.
- e. A description of the event or program for which the free use is requested.
- f. A description of the community benefit from the intended free use.
- g. A budget summary and description of the financial need for the free use.



Appendix C - Community Grants Policy Free Use of Facilities Stream

11.10 The complete request must be received at least 60 days prior to the start date of the rental request.

Review Process

11.11 Applicants will be notified of the decision within 15 business days of receipt of a complete request for free use.

11.12 Requests will be assessed based on completeness, eligibility of the applicant and proposed activities, and demonstration of a community benefit and financial need.

11.13 Any requests made once the Contributions dedicated to this stream are fully expended shall be referred to Council for consideration.

Authority to Approve

11.14 The Director of Community and Customer Services or designate has the authority to approve requests under the Free Use of Facilities Stream.

Requirements upon Approval

11.15 Recipients shall follow the Township's Event Planning and Event Application processes, and the Facility Booking processes including insurance requirements.

Reporting Requirements

11.16 At the completion of the event or program, all Recipients shall submit to the Clerk:

- a. Proof of the event or program (i.e. photograph(s)).
- b. A description of the event or program's resulting benefit to the community.



Appendix D - Community Grants Policy Discretionary Grant Stream

12 Discretionary Grant Stream

Grant Details

12.1 The value of a discretionary Grant shall not exceed \$1,000.

12.2 Requests greater than \$1000 shall be made under the Capital or Program/Event stream.

Applicant Eligibility

12.3 Eligible Applicants include:

- a. Individuals who reside in Loyalist Township or are planning a program or event for the Loyalist Township community.
- b. Non-profit, charitable, or volunteer organizations, or unincorporated groups that provide services to residents, schools, or the community within Loyalist Township.

Project Eligibility

12.4 Activities or events are to generally occur within Loyalist Township.

12.5 Requests must be for programs, activities, and events addressing a community need or contributing to the positive image of the municipality.

Application Process

12.6 Applications are received on a continuous basis throughout the year subject to available funding and must be in writing.

12.7 A complete application shall require submission of:

- a. A fully complete Discretionary Grant Stream application form,
- b. Contact information for the applicant, including those representing an organization.
- c. Purpose or intended use of the requested funds.
- d. If applicant is an organization, the mandate of the organization requesting the grant.
- e. The amount being requested, including the estimated value of any in-kind services.
- f. A description of the community benefit from the intended use of the requested funds.
- g. A budget summary and description of the financial need for the grant.
- h. An explanation of how a portion of the project/program/event costs are being covered through personal contribution, fundraising activity, or other donations/grants.

12.8 The complete application must be received at least 15 days prior to the program, activity, or event.



Appendix D - Community Grants Policy Discretionary Grant Stream

Review Process

- 12.9 Applicants will be notified of the decision within 10 business days of receipt of a complete application.
- 12.10 Applications will be assessed based on completeness, eligibility of the applicant and proposed activities, and demonstration of a community benefit and financial need.
- 12.11 Any requests made once the Contributions dedicated to this stream are fully expended shall be referred to Council for consideration.

Authority to Approve

- 12.12 The Mayor or designate has the authority to approve requests under the Mayor's Discretionary Grant Stream and the CAO or designate has the authority to approve requests under the CAO's Discretionary Grant Stream.

Requirements upon Approval

- 12.13 Recipients shall acknowledge acceptance of funding in writing upon receipt.
- 12.14 Funding shall be released as a one-time payment.

Reporting Requirements

- 12.15 At the completion of the project, all Recipients shall submit to the Clerk:
- Proof of payment, if applicable.
 - Proof of the project, program, or event (i.e. photograph(s)).
 - A description of the program, activity, or event's resulting benefit to the community.