

**KING TOWNSHIP
CORPORATE POLICY
GRANTS TO COMMUNITY ORGANIZATIONS**



POLICY NO.:
COR-POL-101

Clerks & By-law Enforcement Department

Issue Date: 5/29/2017

Issue No.: 2

Next Revision: 5/30/2022

1 PURPOSE STATEMENT

1.1 Funding may be provided to assist community organizations to deliver programs and services and to complete special projects through the Grants to Community Organizations program.

2 POLICY OBJECTIVE

2.1 The Township recognizes that many programs, services and projects are best provided through the volunteer efforts of community organizations and that, ideally, those organizations would operate as self-sufficient units. The Grants to Community Organizations program demonstrates Council's commitment to working with organizations which provide beneficial programs, services or projects to the community. As part of the grant program, organizations will be encouraged to work toward decreasing reliance on municipal funding.

2.2 This policy establishes eligibility requirements, identifies the types of funding available, and outlines application and monitoring requirements.

2.3 King Township is aware that various organizations, groups and events within the community promote and improve upon the cultural, social and economic well-being of the community. In the course of annual budget deliberation and subject to budget constraints, Council may approve discretionary grants in order to support volunteer organizations, groups or events that will be of a direct or indirect benefit to the residents of King Township.

3 APPLICATION/SCOPE

3.1 Municipal grants are available to Township based, non-profit volunteer community associations which exist for the purpose of providing municipally-related programs, services, facilities or projects specifically for the residents of the Township. Groups requesting funding for a purpose which meets the criteria of a funding opportunity offered by another level of government will be referred to that funding source.

4 DEFINITIONS

4.1 Not applicable.

5 ELIGIBILITY

5.1 Any King Township not for profit/charitable community organization which provides or develops recreation, cultural and social opportunities, or enhances environmental or economic opportunities for the residents of King Township.

5.2 Associations must have a constitution and by-laws, or, if a new group, operating guidelines which reflect that:

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- a) There is an elected board of directors or executive not less than five members and a general membership.
- b) Financial records are maintained in accordance with Canadian Generally Accepted Accounting Principles and annual reporting completed by a professional auditor accountant.
- c) Membership is defined and determined by a set process.
- d) All members are entitled to a vote, either directly or through an adult representative.
- e) Membership is available to all Township residents on a first-come first-served basis without restriction, unless the restriction is allowed pursuant to the *Ontario Human Rights Code*.
- f) An annual general meeting is held at which a board or executive members are elected from the general membership through a democratic election process.
- g) The group will dispose of any assets in its possession at the time of its dissolution in a responsible manner.
- h) Comprehensive General Liability Insurance including premises and all operations of not less than \$2,000,000 inclusive per occurrence for third party Bodily Injury and Property Damage by an insurance company authorized by law to carry on business in the Province of Ontario.

Grant Application

- 5.3 Each applicant seeking a Community Organization Grant will be required to request and complete the application form and submit copies for pre-screening to the Grants Committee no later than March 31 of the year for which consideration for financial assistance is required. (If this date falls on a day the Township offices are not open, the due date will be the following business day.)

Financial Feasibility of the Organization

- 5.4 Each applicant seeking a Community Organization Grant must demonstrate that, if it is successful in obtaining a grant from the municipality, the group or organization becomes financially capable to offering the services it proposes.
- 5.5 Audited financial statements, for the previous fiscal year and previous years, if applicable, along with additional documentation, such as, but not limited to, budgets and financial statements with revenues and expenditures grouped by each individual activity, service or program delivered by the applicant organization, must be produced, if requested. Failure to produce additional documentation will disqualify the organization from receiving funding.

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Other Sources of Financial Support

5.6 Each applicant seeking a Community Organization Grant must demonstrate that it has and will be actively seeking other sources of financial support from the private sector and other levels of government. King Township will provide Community Organization Grants only if it deems them to be supplementary financial assistance to the organization.

Responsible Fundraising Practices

5.7 Each applicant seeking a Community Organization Grant must adhere to responsible fund-raising practices. Fund-raising practices deemed questionable by the Council, such as random telephone solicitations, undermine public confidence in donating charitably and discourage the support of worthwhile organizations.

Future Funding

5.8 Granting of financial assistance in any one year by Council is not to be regarded as a commitment by King Township to continue such financial assistance in future years.

6 ASSESSMENT CRITERIA

Review Process

6.1 All applications for Community Organization Grants will be pre-screened by the Grants Committee. The Grants Committee is comprised of the Director of Finance & Treasurer, the Chief Administrative Officer and the Clerk, assisted by a staff resource team. Upon determination of eligibility and criteria assessment, the Grants Committee will prepare a report for Council's consideration.

6.2 Following the approval by Council of the initial report awarding grants, the Township Clerk on the recommendations of the Grants Committee, is delegated authority to disperse the remaining grants funds available in a given calendar year, in accordance with the Grants Policy criteria, to a maximum upset level of \$500.00 per grant application received. The Clerk will circulate a memo to Council advising of the grants awarded at the end of each calendar year, for their information.

6.3 Applications must be in the applicable form, as amended from time to time.

6.4 The Grants Committee may utilize, but is not limited to, the following assessment criteria in evaluating the Community Organization Grant requests of those organizations that meet the Eligibility of the Policy Guidelines detailed above:

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- 6.5 Effectiveness – impacts of program/service outcomes can be identified and measured and are consistent with the organization’s mandate and positive for community. Must demonstrate at a minimum the following:
- a) Clearly stated mandate, mission, objectives and that programs/service are consistent with the mandate.
 - b) Regularly review program/service to ensure continuing relevance to the community.
 - c) Maintain data on participants to plan program/service.
 - d) Operating in a cost effective manner.
 - e) Deliver programs on a self-sufficient basis.
- 6.6 Accountability – the group exhibits sound financial and management practices and responds to the changing needs of the community. Must demonstrate at a minimum the following:
- a) Follow democratic governance practices and answerable to membership and public.
 - b) Independent volunteer board of directors.
 - c) Financial need is justified based on the association’s impact on the community and ability to generate financial support from the community.
 - d) Full disclosure of reserve funds and assets and how funds, particularly a municipal grant are/will be spent.
 - e) Operates within an established business plan and/or budget process.
 - f) Active pursuance of alternative sources of funding.
 - g) Provision of financial statements as required.
 - h) Clear process of how results of grant funding under this policy will be measured.

Objectives

- 6.7 Do the proposed services duplicate existing municipal or volunteer services, or do they provide additional or other services that are deemed to improve the municipal quality of life, as determined by Township Council? Each applicant seeking a Community Organization Grant should indicate how its proposed services will relate to the existing pattern of other services, and/or provide new services, in order to enhance the quality of life for the residents of King Township.

Financial Considerations

- 6.8 Do the organizations requesting a Community Organization Grant have accounts payable owing to King Township? If so, these must be disclosed on the application for financial assistance and the organization must be aware that amounts up to the entire amount owed to the Township will be appropriated from any financial

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assistance granted, in order to discharge its obligation to the Township.

- 6.9 The Township should not contribute to funding shortfalls resulting from programs or services of any kind which were commenced without prior consultation with the Township.
- 6.10 The Township shouldn't consider funding cumulative deficits for any organization, i.e. grants and financial assistance should be based on budgeted revenues and expenditures in the year for which assistance is being requested.

Group Services

- 6.11 The activities or services proposed should be extended to all members of the general public in King Township and should not exclude anyone by reason of race, religion or ethnic background, for citizens of all abilities including persons with disabilities.

7 GRANTS POLICY DURATION

- 7.1 This policy can be reviewed annually in conjunction with the annual budgetary process. Such a review will ensure that concerns or priorities of the Council of King Township are incorporated, when identified.

8 DISBURSEMENT OF APPROVED GRANTS

- 8.1 All approved grants are payable no later than four weeks after the final consideration and approval has been determined by Council.

9 LIMITATIONS

- 9.1 Funding through this grant program is limited in each calendar year. Operational and One Time Special Project funding must be spent in the calendar year of approval.
- 9.2 Associations will only receive a grant in the first year of operation following validation of financial viability.

10 RELATED DOCUMENTATION

- 10.1 Clerks Department Report CL-2017-09

11 APPROVAL AUTHORITY

_____ Council Authority	_____ N/A By-law	_____ Original Signed Township Clerk	_____ 5/29/2017 Date
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