

Corporate Policy



Policy No.	COR 2019-01
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Effective Date	March 19, 2019
Council Approval	March 19, 2019
Policy Date	
Supersedes	COR 2015-02 GOV2013-001

TAB:	Council
SECTION:	Financial Assistance
SUBJECT:	Terence Haight Financial Assistance Program

POLICY STATEMENT:

To provide financial assistance through the Terence Haight endowment to community groups and organizations that directly serve the residents of the Town of Gravenhurst.

PURPOSE:

The purpose of this policy is:

- To establish funding criteria and application procedures for the request for financial assistance from groups and organizations that directly serve the residents of the Town of Gravenhurst;
- To provide the Terence Haight Financial Assistance Committee of Council with clear direction when considering and responding to requests for assistance;
- To implement an appropriate decision-making process for requests for financial assistance;
- To provide an accessible and equitable process for groups and organizations seeking assistance from the fund;
- To establish an annual calendar for the processing of all requests;
- To enable Council to award funding to the appropriate community groups and organizations upon receipt of the recommendations of the Terence Haight Financial Review Committee.

POLICY:

Available Funding

Up to \$25,000 will be made available each calendar year for this grant program.

The Terence Haight endowment is invested with a view to long-term capital preservation and an expectation of a rate of return that exceeds the 5 year GIC rate. An adjustment to the available grant may be made annually following consultation with the Director of Corporate Services and Chief Financial Officer re. investment returns on the endowment.

Eligibility Criteria

The following are eligible to apply. Non-profit community groups and organizations that:

1. Offer a service, program or activity that benefits Gravenhurst residents.
2. Demonstrates financial support from other sources e.g. ticket sales, membership fees, Provincial/Federal funding or community donations.
3. Clearly demonstrates the need for the specific request. Each request must identify a specific defined benefit and outcome.
4. Have accountability for public funds and organizational transparency demonstrated in a manner that is satisfactory to the Terence Haight Financial Assistance Committee.

Requirements

1. Applicants must provide:
 - a. the prior year's financial statement information clearly showing revenues and expenses (if the organization was in operation during the prior year);
 - b. the current years' budget for the organization; and
 - c. a financial plan for the project/program being proposed showing how the funds will be used.
2. All other forms of assistance provided by the Town must be disclosed, and will be factored in, when grant applications are reviewed.

Examples:

- Free or subsidized use of Town facilities
- Discounted hours
- Promotional support
- Funding/grants from other Town programs (e.g. the C.I.P.)

3. If an applicant has a financial surplus or reserve they must provide proof that it is designated for a specific purpose, otherwise, the amount of the surplus or reserve will be deducted from any grant consideration.

Ineligible for Funding

1. Previous year's recipients that have not submitted a complete Post-Grant Evaluation Form by November 30th.
2. A request for a grant to fund prior year deficits incurred by the organization.
3. Organizations which are profit oriented.
4. Applications to support political/religious activities.
5. Travel, accommodation, uniforms, personal equipment, rent (excluding municipal facilities), or debt repayment.
6. Attendance at conferences, workshops or seminars.
7. Purchase of land or buildings.
8. Costs incurred prior to the approval of a grant.
9. Organizations which have outstanding receivables or are part of any ongoing or potential legal matters with the Municipality.
10. Organizations in violation of Town by-laws and operating requirements.
11. Funding requests received after the application deadline.

Other Considerations

1. Only one request per organization will be considered in a calendar year.
2. The granting of financial assistance in any year is not a commitment to, or a guarantee of, assistance in future years.
3. A grant request may be recommended to Council with specific conditions as the committee deems fit.

Timing

1. Prior to October 15 of each year an information package, including grant request forms, will be placed on the Town website. A notice of the availability of the information package will also be advertised in the local paper.
2. The deadline for receipt of completed applications shall be November 30th of each year (or the following business day if the municipal office is closed on November 30th).
3. Application reviews will be completed by the Terence Haight Financial Assistance Committee and grant recommendations will be brought forward to Council in the first quarter (January to March) of the award year.

Grant Review Process

1. Council will appoint the Terence Haight Financial Assistance Committee every four years. The Committee will be comprised of two (2) members of Council, and three (3) Town residents. The operation of the committee will be in compliance with Rules for Procedure for Subcommittees By-law.
2. The Director of Corporate Services and Chief Financial Officer (or designate) will coordinate the grant information package, receipt of applications, committee meetings and reporting to Council.
3. All applications will be provided to the committee with Administration's assessment of eligibility as per the criteria in this policy.
4. The Terence Haight Financial Assistance Committee will:
 - a. consider all applications as per the criteria in this policy;
 - b. discuss and prioritize grant requests; and
 - c. determine a list of successful grant applicants.

5. The Director of Corporate Services and Chief Financial Officer (or designate) will prepare a report to Council with the recommendations committee.
6. Council will consider and approve grant recipients and grant amounts by resolution.
7. All applicants will be advised in writing immediately following Council's decision and where appropriate, invited to a meeting of Council for a public grant presentation.

Municipal Recognition

Organizations receiving financial and/or in-kind grants shall acknowledge the Municipality's contribution through all printed material and other promotional means. The Municipality's logo is available from the Development Services Department/Economic Development Division.

Reporting Requirements

All organizations receiving any financial grant through the program must complete a Post Grant Evaluation Form, to be submitted to the Director of Corporate Services and Chief Financial Officer, or designate, on or by November 30th of the grant year.

Policy Review

This policy will be reviewed by each Council during the first year of its term.

REFERENCE

- Terence Haight Financial Assistance Committee Terms of Reference
- Reserve and Reserve Funds By-law
- Municipal Act
- Municipal Conflict of Interest Act
- Rules of Procedure for Sub-Committees and Special Purpose Bodies By-law
- Municipal Freedom of Information and Protection of Privacy Act

By-law Number:	N/A
Replacing/Amending:	GOV2013-001 & COR 2015-02
Originating Department:	Corporate Services
Contact:	Director of Corporate Services and Chief Financial Officer
Departmental Procedures Manual:	No
Affected Departments:	Corporate Services
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