

Corporate Policy



Policy No.	FIN 2023-01
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Effective Date	Jan 1, 2023
Council Approval	Mar 21, 2023
Policy Date	
Supersedes	COR 2019-01

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 Community Grants 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 Community Grants Committee.

POLICY:

Available Funding

Up to \$30,000 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 3-year GIC rate. An adjustment to the available grant may be made annually following consultation with the Treasurer or designate regarding 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 Community Grants 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.

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.
4. The amount of a financial surplus or reserve may be deducted from any grant consideration.

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 Community Grants 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 Community Grants Committee every four years. The Committee will be comprised of one (1) member of Council, four (4) Town residents, and one (1) non-voting Financial Services Department representative. The operation of the committee will be in compliance with the Subcommittee Policy.
2. Financial Services and Economic Development staff 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 Community Grants Committee will:
 - a. consider all applications as per the Eligibility Criteria, Requirements, and Other Considerations in this policy.
 - b. discuss and prioritize grant requests; and
 - c. determine a list of successful grant applicants.
5. Financial Services and Economic Development staff will prepare a report to Council with the recommendations of the Committee.
6. Council will consider and approve grant recipients and grant amounts by resolution.

7. Successful applicants will be required to enter into an appropriate agreement for compliance with terms and conditions.
8. 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 Economic Development Department.

Reporting Requirements

All organizations receiving any financial grant through the program must complete a Post Grant Evaluation Form, to be submitted to the Treasurer, or designate, on or by November 30th of the grant year.

Policy Review

This policy will be reviewed by Council prior to the end of the 2022-2026 term.

REFERENCE

- Community Grants Committee Terms of Reference
- Reserve and Reserve Funds By-law
- Municipal Act
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act

By-law Number:	N/A
Replacing/Amending:	COR 2019-01
Originating Department / Division:	Financial Services
Contact:	Manager of Revenue and Manager of Economic Development
Departmental Procedures Manual:	No
Affected Departments:	Economic Development Department; Financial Services Department
Review Date:	Prior to Council term ending 2026