



Municipal Council Grants Policy

Policy Statement

Many programs and services are provided through the volunteer efforts of not-for-profit community organizations to enhance the quality of life for citizens and complement and often supplement programs beyond the Township's capability. The Municipal Council Grants Program (MCGP) demonstrates Council's commitment to working with these not-for-profit volunteer community individuals and organizations to provide beneficial programs and services to the community. The MCGP is intended to support not-for-profit organizations serving primarily Township residents. Organizations that serve residents of the larger Peterborough County may also be considered, however priority will be given to those requests from within the Township.

This policy establishes eligibility requirements and the application/approval process. Council will consider an annual contribution of \$10,000 to the **Municipal Council Grant Reserve** each year during the Capital Budget process to ensure a minimum of \$10,000 is available each year for application consideration.

Procedure

Eligible Organizations

- Not-for-profit community groups or organizations.

Eligible Expenditures

- events and/or service that demonstrate a community benefit through promotion, recreation, artistic, environmental, humanitarian or cultural opportunities with the Township, or
- an urgent and pressing event or natural disaster (i.e. fire, flood, earthquake), or
- a Capital onetime expense/need.

The grant is not intended to provide funding for:

- Overhead, operating or staffing costs.
- Direct or indirect donations for a charitable cause.
- Debt or repayment installments.
- Past events that have already taken place.
- An annual request.
- Organizations aligned with a specific political party.

Funding Characteristics

1. Applications will be accepted and evaluated in order of application date starting May 1, 2017 until funds for the program have been depleted.
2. The application form is to be used when applying for any funds and must be legible and completed in full.
3. Following the review of your application, the applicant(s) will then be required to make a delegation before Council outlining their funding request.
4. Applicants may only apply for one grant within a calendar year.
5. Applications will be available from the Economic and Community Development Department or on the Township's website. Completed application forms must be submitted to the Economic and Community Development Department, Attention: Brigid Ayotte, 988 County Road 10, Millbrook, ON L0A 1G0 or by e-mail at bayotte@cavanmonaghan.net

Delegation to Council

Applicants will be required to make a delegation before Council outlining their funding request. Presentations should be brief and shall not exceed 10 minutes.

The following information shall be presented to Council:

1. Information about the organization and its programs or services.
2. A statement of the organization's goals and objectives, constitution and by-laws or, if a new organization, operating guidelines.
3. The amount of funds requested and the proposed budget for the project.
4. A description of what the funds are to be used for.
5. A description of how the organization intends to measure the success (i.e. economic impact, volunteer hours and/or number of residents served) of the program or service if the funding request is approved.
6. Other sources of funding, matching and/or fundraising if applicable.

Process

1. The Economic Development Co-ordinator and the Treasurer, or designates, will review the initial grant application to ensure all eligibility requirements and criteria are met.
2. Applicants will be invited to make a delegation before Council outlining the purpose/goals and objectives for the funding request.
3. Applicants will be notified of any allocation awarded following final Council approval and a cheque for the amount awarded will be forwarded approximately one month following final approval, unless other specific conditions are recommended and approved by Council.
4. Within sixty (60) days of utilization of grant dollars, a reconciliation report is to be submitted to the Township. This reconciliation shall be submitted to the municipality, no later than one calendar year after grant approval, and it shall include:
 - a) Copy of receipts for funding used.
 - b) Promotional items where the Township is identified as a funding partner.
 - c) Summary of the measurement of success as identified in the application process.
 - d) Check for returned funds, for any unused grant dollars.

Conditions

1. In the event that the funds are not used for the project or programs as described in the application or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the Township.
2. Changes to the project funding are not permitted without Council approval.
3. The Township may at any time wish to verify the approved funding and therefore a site visit or further information/documentation may be required.
4. The applicant will make or continue to make attempts to secure funding from other sources as indicated in its application.
5. The applicant will keep accounting records for all receipts and expenditures relating to the project or program.
6. The applicant will make available for inspection by the Township or its Auditors all records and books of accounts of the applicant upon request from the Township. An audited statement may be required.
7. If the project or program proposed in the application is not commenced, or not completed, and there remain Township funds on hand, or the project or program

is completed without requiring the full use of the Township funds, or Council directs that the funds be returned, such funds will be returned to the Township through the Director of Finance/Treasurer.

8. The project or program may not be represented as a municipal project or program, and the applicant does not have the authority to hold itself out as an agency of the Township in any way, the only relationship being that the Township has approved and granted financial assistance.
9. Grant recipients are required to acknowledge the financial support of the Township in all advertising, publicity, programs and signage for which funds are granted, and must follow the established Logo Standards.
10. The granting of assistance in any year is not to be considered a commitment to grant such assistance in future years.