



**Subject:** Grants – Municipal Program

**Policy #:**

**Date Approved:** September 13, 2021

**Date Revised:** September 13, 2021

---

### **1.0 Policy Statement**

The Town of Aylmer recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or events to the community, while at the same time recognizing the financial constraints impacting the Town's ability to provide funding to these groups.

### **2.0 Application**

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

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self reliance.

### **3.0 Program Intent**

The objective of this policy is to treat all organizations in a way that is equitable, fair and consistent. The aim of the "Municipal Grants Program" is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to recipients.

Each year, as a component of the annual budget process, Council will determine the amount of funding to be provided for all municipal grants in aid including: Community Project Grants, Corporate Grants, In-Kind Contribution Grants and Community Event Grants.

Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant program. Council will retain the right to make the final decision regarding both overall and individualized grant allocations.

#### **4.0 Types of Grants**

The different types of grants awarded under the Municipal Grants Program are as follows:

**Community Project** – A Community Project Grant is defined as one-time assistance either as:

- a) seed funding for the start-up of an organization/ project; or,
- b) funds for a short-term undertaking with a start-up and completion date; or,
- c) loan guarantees to assist an organization in acquiring the financial assistance from a financial institution needed to support the construction of a project or support for a specific project.

**Corporate** – A Corporate Grant is defined as operating funding to assist with the general operating expenses of the recipient, including administrative costs and program-related funding.

**In-Kind Contributions** – An In-Kind Contribution is based on the provision of municipal property/ facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of the applicant. While cash funds are not provided in relation to these grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind contribution grants will include the estimated value of the application under consideration.

**Community Events** – Community Events are defined as a recurring event or a one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization and is open to all members of the public.

#### **5.0 Funding Eligibility**

An applicant must meet the following general criteria in order to be considered for a Town of Aylmer grant:

- Grants are awarded on a project to project basis;
- There can only be one application per organization/ project;
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service;
- A grant from the Town of Aylmer should not be considered as the primary source of funding for the organization;
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, recreation and/or health activities;
- Request for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations benefits to the Town;
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available;
- Individuals are not eligible to apply;
- Funding will not be approved for any organization's accumulated deficits or funding shortfalls. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested;
- The applicant organization must spend the grant funding on the sole purpose for which it was awarded within the fiscal year for which it is awarded;
- Applicants will be deemed ineligible from future grants if they fail to provide written confirmation of how and where the grant funds awarded in previous years were expended.

## **6.0 Application Submission**

All grant applications shall be directed to the Clerks Department on or before October 31st of each year to ensure they are incorporated in the annual budget deliberations. Exemptions may be granted at the discretion of Council. Only one grant request per organization per year will be considered. All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. A detailed proposed budget for the fiscal year that the grant is being applied for, detailing expenditures and revenues, including a list of all other sources of funding and/or grants/donations;
2. Formal financial statements from the preceding fiscal year which will include:
  - i. Statement of Financial Position – signed by two directors
  - ii. Statement of Revenue and Expenditures
3. Listing of the current Board of Directors including contact information;
4. A copy of the most recent annual general meeting (AGM) minutes, if available.

## **7.0 Application Review Process**

Completed applications for grants (as defined by this policy) which are received by the application deadline will be forwarded to Council and/or the respective Budget Committee(s) for review and consideration during budget deliberations.

In considering grant applications, Council and/or the Budget Committee(s) will evaluate applications in terms of the general and financial criteria and principles outlined within the Policy and may interview any group during the yearly budget deliberations with final recommendations based on the total annual grant allocation and approval of individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Recognizing that unique and beneficial "Community Events" may also arise from time to time outside of the timelines noted in this policy, applications for "Community Events" grants received after the grant deadline shall be directly forwarded to Council for consideration.

Applications for "In-Kind" non-financial assistance received after the approval of the annual budget will be forwarded to the respective department for review with a report to Council for consideration and approval.

Late or incomplete "Corporate Grant applications" will not be forwarded for consideration.

Grant applications determined to be ineligible for funding shall be notified, in writing, of Council's or the Committee's decision.

## **8.0 Mid-Year Review Process**

Community groups that will be seeking funding for consecutive years will be required to provide a mid-year report which will include the following information:

1. A multi-year financial forecast (3 to 5 years) for the organization which should include estimated revenues and expenditures.
2. Evidence of completed or planned applications for funding from other funding sources including other levels of government where applicable for the following year.
3. This information must be submitted to the Financial Services Department no later than August 1st.
4. Financial sustainability is critical to the ongoing success for this program. Community groups should not rely on this program as their main source of funding each year.

## **9.0 Payment**

Successful grants will be paid in full, however grant recipients will need to provide written confirmation of how and where the grant funds were expended by end of the year. Failure to do so may eliminate them from future grant funding consideration.

The term of a grant shall be for one year only unless Council has endorsed a multiyear commitment in the Community Project grant category. Applicants are advised that grants may not be continued from year to year. Renewals are not automatic nor are any increase in the request for funds. Grant recipients will be notified in writing of the grant amount approved following Council's approval of the City's annual budget.

The maximum allowable grant under this Program is set at \$25,000. Grants may be awarded with certain terms and conditions. The letter of award will state, if any, particular restrictions apply to the grant.