

KING TOWNSHIP CORPORATE POLICY COMMUNITY GRANT PROGRAM



POLICY NO.:
COR-POL-101

Community Services Department	Issue Date:	2017-05-29
	Reviewed Date:	2023-10-30
Authored by: Amanda Hicks	Issue No.:	3
Approved by: Daniel Kostopoulos	Next Review:	2028-10-30

1 PURPOSE STATEMENT

- 1.1 The Township of King believes that governments, community groups, organizations and individuals have a shared responsibility to contribute to the enhancement of the quality of life and well-being for citizens. As a result, the Township of King establishes partnerships to allocate municipal funds and resources that support community-based activities, events and initiatives that align with the Township's priorities.

2 POLICY OBJECTIVE

- 2.1 The Township seeks to support eligible community groups, organizations, and individuals through the Community Grant Program. The following program guidelines provide detailed information for applicants regarding Master Plan Goal Alignment, Funding Streams, Key Criteria, Eligibility, Ineligibility, Application Requirements, Application Review, and Terms and Conditions. These guidelines are applicable to all funding streams and any additional details meant to support a specific funding stream will be noted.

3 APPLICATION/SCOPE

- 3.1 Municipal grants are available to Township based community groups, organizations or individuals which exist for the purpose of providing community related programs, services, facilities, events, initiatives, or projects specifically for the citizens of the Township.

4 DEFINITIONS

- 4.1 **Community Group** means a group of people who work for the benefit of the public. Community groups may follow a set structure and adopt principles and codes of conduct which it wishes the community to follow.
- 4.2 **Organization** means an organized body of people with a particular purpose, especially a business, society, association, etc.
- 4.3 **Individual** means any person that is 18 years of age or older who is not affiliated with any other community group or organization and is representing themselves.
- 4.4 **Committee** means a group of people appointed for a specific function. The primary function of a committee is to contribute to the efficient operation of an organization.

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- 4.5 **In-kind** means a non-monetary contribution. Goods or services offered free or at less than the usual charge result in an in-kind contribution.
- 4.6 **Recreation and Community Master Plan** means a dynamic long-term planning document that provides a guide for future growth and development.
- 4.7 **Grant Committee** means a group comprised of the Director of Community Services, Manager of Recreation, Community & Culture, Supervisor of Recreation & Business Services, Supervisor of Heritage & Culture and Supervisor of Environmental Outreach & Sustainability principles that relate to fundraising issues that are connected to federal regulation and policies and practices the CRA uses when it assesses fundraising in applications for registration or in audits. More information can be found on the Government of Canada website at: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/fundraising-registered-charities-guidance.html>.
- 4.8 **Affiliated Community Group (ACG)** means a Township approved King volunteer based not-for-profit community organization run by an elected and volunteer board of directors whose prime purpose is to provide recreational, art, cultural, heritage, social, environmental and/or sport programs and services to the residents of King.

5 MASTER PLAN GOAL ALIGNMENT

- 5.1 The Community Grant Program prioritizes activities, events, and initiatives that have outcomes that support the following Master Plan goals: Active Living, Inclusion & Access, Connecting People & Nature, Supportive Environments and Recreation Capacity. Applicants must select a minimum of one Master Plan goal area to demonstrate how the outcomes of its activities, events, and initiatives will align. The following chart outlines the Master Plan goals and priorities:

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Master Plan Goals & Priorities (Figure 1)

GOAL	PRIORITY
Active Living 	Activities/events/initiatives that foster active living through physical recreation. • Incorporate physical literacy in active recreation programs. • Support the child's right to play, and to participate freely and fully in "age-appropriate recreational experiences, cultural life, and artistic and leisure activities."
Inclusion & Access 	Activities/events/initiatives that increase inclusion and access to recreation for populations that face constraints to participation. • Support recreation for ALL. • Support Indigenous programming and Truth & Reconciliation. • Support families, youth, seniors, diversity, equity, inclusion, and accessibility. • Providing programming for underserved populations.
Connecting People & Nature 	Activities/events/initiatives that help connect people to nature through recreation. • Support programs that reduce the use of non-renewable resources and minimize negative impacts on the natural environment. • Support for environmental partnership programs.
Supportive Environments 	Activities/events/initiatives that ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities. • Make improvements to parks and facilities. • Support community wellbeing. • Support community efforts for active transportation.

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Recreation Capacity 	Activities/events/initiatives that ensure the continued growth and sustainability of the recreation field. • Support for community-based leadership in recreation. • Supporting training and education for volunteer-based organizations.
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6 FUNDING STREAMS

- 6.1 The Community Grant Program allocates municipal funds and resources as described within the following funding streams. Community groups, organizations and individuals can choose ONE funding stream to support an activity, event, or initiative.

Community Grant Program Funding Streams (Figure 2)

FUNDING STREAM	PURPOSE
Special Initiatives	Support for: • Strengthening internal practices and addressing challenges in organizational effectiveness such as development activities, governance, marketing and promotion, strategic planning, training, and volunteer management. • New activities and initiatives that innovatively seek to meet or resolve a defined need within the community. Up to a maximum of \$1500 (One time per applicant per year)
Community Events	Support for: • Funding for a public event where there is added value to the entire community. The event must be open to the public and must be held at a Township-owned facility or another location located within the Township (private property, school property, etc.). Funding can cover event costs such as marketing, catering, special guests, etc. Up to a maximum of \$1500 (One time per applicant per year)

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Inclusive Communities	This grant includes initiatives that support healthy, safe, and inclusive community development such as: • Education and awareness campaigns or programming. • Food drives, food bank activity or community gardens. • Support services for various diverse communities. Up to a maximum of \$1500 (One time per applicant per year)
Environment King	The Environment King Grant offers funding to local residents, community organizations, and schools for projects that address climate change, sustainability, and other environmental issues within King. Projects must be undertaken to enhance and conserve the natural environment and support climate change mitigation efforts. Projects and Activities that will be considered could focus on: • Protection of plants and animals and their habitats • Promotion of local food production • Waste removal and diversion • Promote awareness of climate change and its impacts on the natural environment Up to a maximum of \$5000 (One time per applicant per year)

7 KEY CRITERIA

- 7.1 Community groups, organizations, and individuals must demonstrate to the Township that the objectives of their activity, event, or initiative is a benefit to the community and supports the Master Plan goals and priorities. The following criteria will be used to evaluate applications:
 - 7.1.1 Takes place within the Township of King having broad community benefits for King Township citizens.
 - 7.1.2 Is affordable, accessible, inclusive, and diverse, meaning an activity, event, or initiative that is open and available to all community members with or without an admittance fee.

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- 7.1.3 Demonstrates collective planning, collaboration, and community engagement.
- 7.1.4 Demonstrates an innovative approach that has potential for growth.
- 7.1.5 Promotes volunteerism, participation, leadership development, and maximizes community involvement.
- 7.1.6 Offers an activity/event/initiative or compliments an existing one, without duplication.
- 7.1.7 Facilitates self-sufficiency over the long term.
- 7.1.8 Promotes efficient and effective use of municipal resources.
- 7.1.9 Demonstrates ability to achieve realistic, measurable, and long-lasting results.
- 7.1.10 Leverages other sources of funding, including matching funds and in-kind contributions.

8 ELIGIBILITY

- 8.1 Program activities must promote and enhance the quality of life and wellbeing of the Township and its citizens.
- 8.2 Applicants must operate in the Township of King and/or must be open to all King Township citizens. Non-local applicants who can demonstrate evidence of a specific King Township-based activity/event/initiative, where the majority of participants are Township of King citizens, may also be considered.
- 8.3 Applications from both public and private school boards will only be considered for the Environment King Stream.
- 8.4 Applicants must be a minimum of 18 years of age to apply or be sponsored by an individual 18 years of age or older.
- 8.5 Applicants should be able to demonstrate active fundraising efforts to support the continuation of the project, event, or service; the Community Grant Program should never be considered as the only source of funding for the project.

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- 8.6 Applications from individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations will be assessed on a case-by-case basis. Fundraising-based activities, events and initiatives are eligible on a case-by-case basis with funds raised being re-invested into the community.
- 8.7 Funds must be used for the purpose for which they were awarded. If this is not possible the grant must be returned, or alternate arrangements made to the satisfaction of staff.
- 8.8 Additional Township funding programs exist, and applicants should consider the strategic priorities of each Township funding program and target application accordingly. (i.e., Economic Development Grant).
- 8.9 Funded activities must recognize the Township of King's contribution by including the logo on all promotional materials (in accordance with brand guidelines).
- 8.10 One application per applicant per year.

9 INELIGIBILITY

- 9.1 Any activity/event/initiative or organization as determined by the Township that falls under the scope or jurisdiction of another municipality, Region, Provincial Government, Federal Government, school board or private school, or that receives primary funding for another source.
- 9.2 Any activity/event/initiative located or being held outside the Township of King.
- 9.3 Any activity/event/initiative to raise money for core operating expenses, paying for accumulated deficits or debt, making direct financial donations or grants to a third-party and/or other that does not align with the Township's Master Plan goals.
- 9.4 Staffing costs (unless used for professional or consultation services when group does not have expertise necessary to support the project).
- 9.5 Commercial ventures.
- 9.6 Groups, organizations, or individuals that are not in good standing or in litigation with the Township.
- 9.7 Groups or organizations affiliated with any political party or event.

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- 9.8 Hospitals, hospital foundations and hospital auxiliary groups or agencies
- 9.9 Educational Institutions, including universities, colleges, schools and associated auxiliary groups.
- 9.10 Submissions that do not comply with the application requirements, terms, and conditions and/or fail to align with the Master Plan goals as identified in these guidelines.
- 9.11 For profit organizations
- 9.12 Foundations that raise funds for another organization and their associated groups or agencies
- 9.13 Events of religious nature (religious groups hosting an event or activity for the community that is non-denominational in nature are eligible)

10 APPLICATION REQUIREMENTS FOR REGISTERED COMMUNITY GROUPS AND ORGANIZATIONS

- 10.1 Applicants are encouraged to contact Township staff to discuss their activity/event/initiative, confirm alignment with Master Plan goals, and review funding stream options before applying.
- 10.2 Registered community groups and organizations must submit a completed Community Grant Application clearly identifying Master Plan goal alignment along with the following documentation:
 - 10.2.1 Have a documented mission and/or mandate statement or equivalent.
 - 10.2.2 Where applicable, provide articles of incorporation confirming the organization's status as not-for-profit or confirmation of registration verifying charitable status or confirmation of being a Charter member of a Provincial/National/International not-for-profit organization.
 - 10.2.3 A list of the organization's current board/executive/committee including positions, names, addresses, and home/business phone numbers, and emails.

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10.2.4 Recent annual operating budget and/or current financial statement.

10.2.5 Current copy of the organization's constitution and by-laws or statement of purpose.

10.2.6 Where applicable, groups and organizations shall at all times maintain and be financially responsible for:

10.2.6.1 General Liability Insurance subject to a limit of no less than \$2,000,000 or \$5,000,000 per occurrence naming the Township of King as additional insured but only with respect to operations of the group or organization. Insurance limit to be determined by the type of program, service or event being run and as set out by the Insurance Provider. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and shall contain a cross liability/severability of insured clause.

10.2.6.2 Directors and Officers Liability Insurance for a limit of no less than \$1,000,000 per claim.

10.2.6.3 Each year upon the placement, renewal, amendment, or extension of all or any part of the insurance the group or organization shall promptly provide King Township with a current certificate of insurance but if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the operations of the group or organization.

10.2.6.4 In the event the group or organization does not carry General Liability Insurance, it will be required to purchase adequate event insurance as required by the Community Services Department.

10.2.7 Other information as required by the Community Services Department.

10.2.8 Submissions must include a detailed budget including projected in-kind support, revenue, and expenses (including copies of quotes).

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11 APPLICATION REQUIREMENTS FOR INDIVIDUALS OR EMERGING ORGANIZATIONS

- 11.1 Applicants are encouraged to contact Township staff to discuss their activity/event/initiative, confirm alignment with Master Plan goals, and review funding stream options before applying.
- 11.2 Individuals or emerging organizations must submit a completed Community Grant Application clearly identifying Master Plan goal alignment along with the following documentation:
 - 11.2.1 A detailed budget including projected in-kind support, revenue, and expenses (with copies of quotes).
 - 11.2.2 Where applicable, individuals and organizations shall at all times maintain and be financially responsible for General Liability Insurance subject to a limit of no less than \$2,000,000 or \$5,000,000 per occurrence naming the Township of King as additional insured but only with respect to operations of the individuals or organization. Insurance limit to be determined by the type of program, service or event being run and as set out by the Insurance Provider. Coverage shall include but not limited to bodily injury, personal injury, property damage, contractual liability and shall contain a cross liability/severability of insured clause.
 - 11.2.3 Other information as required by the Community Services Department.

12 APPLICATION REVIEW

- 12.1 Applications will be accepted once per year for the Community Events stream, with intake in January of each year for funding in that same year or before the following year's intake. Approval and notification will be communicated in April. All other stream applications will be received on a first come first served basis (until the budget has been maximized) up until November 1st of that same year.
- 12.2 Community Grant applications will be reviewed by the Grants Committee. Upon determination of eligibility and criteria assessment, the Grants Committee will prepare a report for the Director of Community Services consideration and approval.
- 12.3 The assessment may include the potential impact of the activity/event/initiative, evidence of the need, the overall business case (e.g., clear targets/objectives,

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efficient use of resources, collaboration, and sustainability) and other factors determined appropriate by the Township.

- 12.4 This review may also consider information outside of that provided within the application.
- 12.5 In some cases, additional information may be required to supplement the review.
- 12.6 Applicants have 15 business days to submit any additional required information, or the application will be cancelled.
- 12.7 All approved grants are payable no later than four weeks after the final consideration and approval has been determined.
- 12.8 Funding is approved on an annual basis and is not to be regarded as a commitment by King Township to continue such financial assistance in future years.
- 12.9 All decisions for funding recommendations are final. Unsuccessful applicants are entitled to a review of their application with Township staff.

13 TERMS AND CONDITIONS

- 13.1 Approval of funding must be received prior to the activity/event/initiative start date.
- 13.2 Funds issued by the Township are designed to be supplemental to the overall requirements necessary to carry out an activity, event, or initiative and should not be considered the primary source of funding.
- 13.3 Groups, organizations, and individuals are expected to follow ethical fundraising and financial accountability practices as outlined by the Canada Revenue Agency.
- 13.4 Awarded funding amounts will vary according to the Master Plan goal or funding stream that is applied for. Each funding stream will establish minimum or maximum amounts if applicable. Final awarded funding may be subject to an adjustment of the amount originally requested at the Township's discretion.
- 13.5 The Township reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount or type of

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funding already awarded to the same community organization. The Township will not support funding from multiple Township funding programs and will ensure a coordinated distribution of Township funds according to the strategic priorities of each funding program.

- 13.6 Funding or assistance is not guaranteed. All funding streams are subject to funding availability. Funding is conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter funding streams as needed.
- 13.7 The Township reserves the right to reject or place a limit or cap the total funds available per funding stream at a pre-determined amount or based on operational needs in a calendar year.
- 13.8 The Township reserves the right to cancel awarded funding without notice if the applicant is in violation of any terms and conditions.
- 13.9 Successful recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Township before funds can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Township shall result in the cancellation of awarded funds.
- 13.10 Community groups, organizations and individuals may be required to make a presentation to Council about their activity, event, or initiative (prior or post approval).
- 13.11 All unused funds shall be returned to the Township of King. In addition, at the Township's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
 - 13.11.1 Ceases operating or dissolves.
 - 13.11.2 Knowingly provided false information in its application.
 - 13.11.3 Breaches any of the Terms and Conditions of the funding; and/or
 - 13.11.4 Has found itself in any other situation whereby the funding can no longer be effectively used to complete the activity, event, or initiative.
- 13.12 The activity, event, or initiative must adhere to all applicable municipal by-laws,

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policies, and procedures.

- 13.13 The Year End/Project Completion report on the activity, event, or initiative's results shall be submitted to the Grants Committee by the end of the calendar year in which the organization received funding.
- 13.14 An Annual Community Grant report will be brought forward to Council for information in December to highlight all funding projects and initiatives awarded during the calendar year.
- 13.15 To achieve the goal of self-sufficiency, funding for an activity, event, or initiative may be decreased annually depending on the availability of funds; in all cases funding may be provided up to a maximum of three years for a recurring application.
- 13.16 At the end of each year, unused funds shall be carried forward and accrued for the following year.

14 GRANT PROGRAM REVIEW

- 14.1 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.

15 RELATED DOCUMENTATION

- 15.1 Recreation & Community Master Plan
- 15.2 Community Grant Program Application Form

16 APPROVAL AUTHORITY

<u>Council</u>	<u>2023-082</u>	<u><i>Denny Simon</i></u>	<u>2023-10-30</u>
Authority	By-law	Township Clerk	Date

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17 REVIEW AND REVISION HISTORY

- 17.1 A review and rewrite of this policy were made prior to the October 30, 2023 council meeting as requested by the Township Clerk.