

TOWN OF INGERSOLL
POLICIES AND PROCEDURES

Policy: COMMUNITY DEVELOPMENT FUNDING ASSISTANCE PROGRAM

First Approval Date: January 12, 2000

Revised Approval Date: October 11, 2011

Purpose:

The purpose of this policy is to establish guidelines and criteria to handle in a fair, open and responsive manner, requests from non-profit community groups for funding assistance from the Town of Ingersoll.

Objective:

- i) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Town and may apply to one of the following three funding categories: (1) ongoing program funding; (2) multi-year project funding; and, (3) special project or seed funding.
- ii) To financially assist municipalities who have declared a state of emergency and require matching funds.
- iii) To financially assist organizations with a non-profit charitable cause who visit the Town during a major cross-Ontario or cross-Canada fundraising effort.

Policy:

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the Clerk's Dept. and posted in the area newspapers and on the website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance in one of three categories, noted in Objective i) are required to apply by submitting a completed application form with all required supporting documents to the Clerk/Deputy CAO on or before November 30th of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk/Deputy CAO.
- iii) A Funding Review Committee consisting of the Clerk/Deputy CAO, Treasurer and the Mayor will review the applications for conformance eligibility and supporting documentation.
- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk/Deputy CAO noting the reason(s) the application was rejected. Those applications deemed eligible will be included in the Preliminary Budget for Council's consideration.

- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Town.
- vii) Organizations applying for the special or seed funding may only apply once and cannot reapply for additional Town funding in subsequent budget years.
- viii) Funds may not be provided for project activities already receiving municipal funds through other programs.
- ix) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- x) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.

Eligibility Criteria:

- i) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.
- ii) All organizations applying for funding must meet two of the following requirements; 1) the office is located in the Town; 2) their activities or services benefit the Town; or, 3) the majority of participants are residents of the Town of Ingersoll.
- iii) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- iv) Applications for funding will only be considered when submitted by the President, Chair or Executive Director of the organization.
- v) Organizations applying must provide the following four documents: (1) the names of the Executive Members of the organization applying; (2) a copy of the previous year's audited statement; (3) an approved draft budget for the current year; and, (4) a recently approved resolution from the organization regarding the request for funding.
- vi) Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an on-going basis to achieve self sufficiency. The Town funding assistance should not be the sole funding source.
- vii) Preference will be given to those applicants who demonstrate diverse sources of funding.

FUND CATEGORIES

1. *Ongoing Program Funding*

This category supports programs and specific community organizations which the Town recognizes as of interest to receive ongoing fundings. May include program support funding, tax rebate assistance etc.

Total Yearly Amount Available: \$60,000.00

2. *Multi-Year Project Funding*

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

Total Yearly Amount Available: \$20,000.00

3. *Special and/or Seed Funding*

This category supports on a one-time basis, funding to establish a new project or organization. Consideration will be given to special requests, projects, events, which will benefit the Town to promote a more active and healthy community life.

Total Yearly Amount Available: \$10,000.00

4. *Disaster Relief Funding Assistance*

Funding may be approved by Town Council and given to Disaster Relief Committees representing municipalities in Canada that have suffered severe damage due to a disaster. The following conditions would apply:

- (i) Funding assistance may be given to those areas that have been declared a Disaster Area by the Provincial or Federal Government.
- (ii) Funding awarded under this category will be a minimum of \$500.00 , however, shall not exceed \$1,000 per event.
- (iii) Funding will be awarded by a resolution of Council.

Total Yearly Amount Available: \$2,500.00

5. *Other Charitable Funding*

The Mayor may authorize a donation not to exceed \$200 per event during the budget year to an outside group or organization who visits the Town during a major cross province or cross Canada fund raising effort for a non-profit charitable cause.

Total Yearly Amount Available: \$1,000.00

Procedure:

- i) Application forms are available on-line at www.ingersoll.ca or at the Town Hall Office, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5.
- ii) Completed application forms with required support documents must be submitted to the Clerk's Department and received on or before noon on November 30th in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the Clerk's Department staff. If incomplete the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to November 30th at noon.
- iv) Following the November 30th deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk/Deputy CAO will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) All eligible organizations' applications will be presented to Council and considered during the annual budget process.
- vii) The following are the three categories of funding and the amount to which are allocated to be funded in the up coming year's budget;
 - (i) Ongoing Program Funding \$60,000.00
 - (ii) Multi-year Project Funding \$20,000.00
 - (iii) Special and or Seed Funding \$10,000.00
 - (iv) Disaster Relief Funding \$2,500.00
 - (v) Other Charitable Funding \$1,000.00
- viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk/Deputy CAO of Council's decision.
- ix) Following final approval of the budget, a cheque for the approved budget amount will be sent by the Treasury Dept.
- x) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show the funding was used.

APPENDIX I - TO POLICY

Application Form



**TOWN OF INGERSOLL
APPLICATION FORM
COMMUNITY DEVELOPMENT FUNDING PROGRAM**

Date: _____

Name of Organization/Group _____

Name of Primary Contact: _____

Telephone: _____ Fax: _____ E-mail: _____

Address: _____

_____ Postal Code: _____

Please indicate the purpose of this application.

- | | |
|---|----------------------------|
| <input type="checkbox"/> Ongoing Program Funding | Requested Amount: \$ _____ |
| <input type="checkbox"/> Multi-Year Project Funding | Requested Amount: \$ _____ |
| <input type="checkbox"/> Special or Seed Funding | Requested Amount: \$ _____ |

The following documentation must be provided to be eligible:

- The names of the Executive Members of your organization
- A Financial Report of your last years operation including investments
- An approved proposed budget for the year of the funding request
- A recently approved resolution from the applicant organization regarding request for funding

NOTE: For Special or Seed Funding a letter outlining the organization or project, its purpose, goals and financial request is all that is required. Completion of the full application is not required.

Have you made a request to the Town for a grant prior to this application?

- No Yes (if yes, complete the following)
- | Year Requested | Amount Received |
|----------------|-----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Has your organization requested or received funding in the last twelve months from any Provincial or Federal agency?

- No Yes (If yes, provide details)

Please outline briefly why you feel Public Funds should be given to your organization.

- List any expected donations, gifts, etc. that you expect to receive in the funding year.
- Briefly outline the activities provided by your organization
- For what purpose will the grant funds be used?

Schedule 'A' to By-law No. 11-4651

- Do you expect to request Town funding over the next five years? If so how much each year?
 Yes No \$ _____

Membership Information

What is your total membership? _____

Total number of Town Residents? _____ Total number of Non-Residents ? _____

We the undersigned, certify that to the best of our knowledge, that all the information provided on this application is accurate and correct and is endorsed by resolution of the organization we represent.

Name	Title	Date
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Name	Title	Date
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Forward completed application form to:

Clerk / Deputy CAO
Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, Ontario N5C 2V5
Tel: 519-485-0120 Fax: 519-485-3543

Application forms must be received by noon on or before November 30, 2011 to be considered for funding.

TOWN USE ONLY

Date Received: _____ **Date Reviewed:** _____

Meets Eligibility: Yes No

Recommended to Council by: _____

Mayor

Clerk/Deputy CAO

Treasurer/Director of Finance

Date Approved by Council: _____ **Amount Approved: \$** _____